

## TEMPORARY CERTIFICATE OF OCCUPANCY

New     Amendment     Provisional | Effective Date: March 15, 2022 | Sunset Date:

**Policy Statement:** A Temporary Certificate of Occupancy (TCO) issued or extended for an active commercial building permit will remain valid for 60-days.

### Policy Details:

A TCO enables occupancy or partial occupancy of an area and/or floors prior to the completion of the entire building. A TCO may be granted for a reasonable timeframe if the Chief Building Official (CBO) finds that no substantial hazard will result from such occupancy. All TCOs issued or extended will remain valid for 60 days.

Types of temporary occupancy can include stocking only, stocking and/or employee training, portion /phase of a building project to be open to the public and/or employee occupancy. Each TCO request is evaluated on a case-by-case basis.

At the direction of the CBO, the senior inspector, permit services manager, or designee will begin the TCO application process and verify all departmental sign offs are complete; revision fees paid; and outstanding agency sign offs are verified. Fees should be invoiced in Accela and verify payment is complete.

For TCO extensions, the start date will begin once approved

**Policy Author:** Roxanna Recinos-Serna, Chief Building Official    **Date Submitted:** March 15, 2022

### Date Revised:

**Brief description of why this policy is needed:** The building code authorizes the building official with issuing a TCO before the completion of the entire work covered by the permit. TCOs are only valid for 60 days which would allow time for completing the project. Additionally, to demonstrate a high level of customer service and flexibility, a TCO extension fee will not be assessed for permits that are ready for all final inspections.

Policy Approved:



Roxanna Recinos-Serna, Chief Building Official

March 15, 2022

Date