Application Requirements for Temporary Occupancy
Please allow sufficient time for TCO application review.

1. Approval of Temporary Occupancy is subject to the following:
   A. Final Affidavit from special inspection and testing agency (when required by the building permit).
   B. Approvals from Fire Department (Provide FD TCO agreement or proof of final inspection.)
   C. Approvals from Planning Division, Engineering Division, Water Department, SVP and Health Department are required where applicable. (Provide proof of approvals if applicable).
   D. C.3 Stormwater protection third party inspection must be approved by Public Works
   E. Restrooms must be in working order.
   F. The ventilation system must be operational, inspected and air balance completed.
   G. The electrical system must be operational and safe.
   H. Parking must be available and safe passage from parking must be provided.
   I. The building must have life safety equipment operational and exiting systems inspected and approved.
   J. Entire portion of the building under the TCO agreement must be in full compliance with disabled access / ADA requirements. (Parking included)
   K. Suitable directional signage and/or temporary barricades must be installed to direct public away from entering areas under construction and to provide safe exiting route from the area under TCO. (must be shown on 11x17 plan and approved by Building Official)

2. Three (3) sets (11x17) of floor plans, showing the footprint of the building(s), area under TCO agreement, addresses and permit number(s) issued for this area. Floor plan must include square footage with a breakdown of occupancy type

3. A typed letter with the following information is required from the applicant:
   A. Job address and open permit numbers that apply to this request. All permits must be listed regardless of the name of permit holder in charge
   B. Reason for request (Details of the work left to complete.)
   C. Time required to complete the project. (Subject to approval by Building Official).

4. A typed letter from the property owner/tenant is required. The letter must contain items A, B and C of step 3 above.

5. A completed application and inspection fees are required ($540.00; deduct $80.00 each if plumbing, electrical or mechanical permits are not issued for the project). NOTE: If the original TCO inspection(s) fails, a new application is required and new fees are charged for each subsequent TCO attempt.

6. The scope of work for any area under the TCO agreement cannot be changed. Any additional work will require a separate permit.

7. TCO extension requirements: A new application is required. Complete steps 1.B., 1.C., 2, 3 and 4 above (Complete step 2 only if areas of the TCO differ from the original application). Additional fees will be charged per step 5 above.

8. Upon successful completion of the TCO inspection, inspector will sign customer's copy of the TCO agreement. The approved agreement is to remain posted until the final inspection is approved.

Incomplete applications will delay the approval process.