



City of Santa Clara

Building Division
1500 Warburton Ave.
Santa Clara, CA 95050
www.santaclaraca.gov

Building Division: 408-615-2440
Email: Building@santaclaraca.gov
Permit Center: 408-615-2420
Email: PermitCenter@santaclaraca.gov
Automated Inspection Scheduling System: 408-615-2400

Application for a Temporary Certificate of Occupancy (TCO)

All City departments and divisions with outstanding conditions on the record must sign this application prior to submission. Allow up to 10 working days for processing.

TCO applications will only be accepted under the following conditions:

1. All electrical, plumbing, and mechanical systems serving the areas for which a TCO is being requested have been City staff inspected and approved. It is highly encouraged to obtain preliminary final inspections prior to a TCO request submittal.
2. All life safety systems, including but not limited to: required fire ratings, exit paths, exit doors, door hardware, exit signage, emergency egress lighting, fire extinguishers, fire alarm systems, fire sprinkler and fire suppression systems, building exterior numbering and exterior lighting serving the areas for which a TCO is being requested have been City staff inspected and approved.
3. All elements subject to disabled access requirements serving the areas for which TCO is being requested have been City staff inspected and approved.
4. All applicable City development-related agreements have been executed and finalized.
5. Food service establishments must be inspected and approved by the Santa Clara County Department of Environmental Health, Consumer Protection Division, Food Safety Program.
6. TCO applications may be considered for the phasing of projects only when the areas for which a TCO is being requested are 100% City staff inspected and approved, is safely separated from all construction activities including all vehicular circulation and access to the public street and consistent with a phasing plan approved by the SCFD. A TCO will not be considered for the last phase of a phased project. When all inspections and holds have been cleared a Certificate of Occupancy will be issued.
7. TCO applications may be considered for furnishing installations and/ or staff training and orientation, prior to public access.
8. All pending revisions and deferred submittal must be issued before a TCO request can be considered.

Procedure to apply for a TCO (upload all documents electronically to your permit using the [online portal](#)):

1. Fill out the Temporary Certificate of Occupancy Application, [forms found online](#)
2. Pay the non-refundable TCO application fee per the current City's fee schedule
3. Upload a letter that is signed by both the property owner or tenant and the general contractor requesting a TCO, the reason for the request and the time period for which the TCO is being requested. The letter must also explicitly state that all outstanding items will be completed to the full satisfaction of the City prior to the expiration of the requested TCO or the premises will be vacated, and all occupancy will cease until occupancy is again approved in writing by the City.
4. Upload architect or engineer stamped plan(s) fully defining the area and scope of the TCO request, and (if applicable) defining the areas still under construction, each phase as identified in the City approved phasing plan and their status, all measures in place to ensure the safe separation of the areas that are to be occupied and all other areas.

All stakeholders listed below that have outstanding conditions on occupancy must sign this TCO application prior to submittal

Department/ Division	City/ County Staff Signature/ Approve in City Permit System
Santa Clara Planning Division 408- 615-2450	
Santa Clara Fire Dept./ Fire Prev./ Haz. Mat Div. 408-615-4970	
Santa Clara PW Dept./ Engineering Division 408-615-3000	
Santa Clara PW Dept./ Environmental Prog. Div. 408-615- 3080	
Santa Clara/ Silicon Valley Power/ Engineering 408-615-6610	
Santa Clara Water & Sewer Utilities Dept. 408-615-2000	
Santa Clara County Dept. Env. Health/Food Saf. 408-918-3400	
Other (To be determined by City staff.)	
	All applicable divisions above must sign prior to Building Division signature.
Santa Clara Building Division 408-615-2440	

1. A TCO may be revoked by City staff at any time.
2. Areas under TCO, their ingress, egress and associated parking must remain clear of construction materials and activities at all times.
3. An approved TCO cannot be revised. Changes to the area or effective dates of an approved TCO require a new application.
4. Applications to extend a TCO must be approved before the previously approved TCO expires or the premises must be vacated.
5. A separate TCO request and related fees are required for each BLD permit for which a TCO is being requested.



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Temporary Certificate of Occupancy

Permit Number(s)		Project Address	
Date Received		Time Period Requested for TCO	

Area of Work:

Full	Partial	Revision	Phase #
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The undersigned hereby applies for a Temporary Certificate of Occupancy (TCO) for the areas indicated on the TCO application plans attached for the above address for the above time period and subject to the Building Official's approval.

The undersigned further acknowledges that a written request, signed by the property owner, to extend the time period of the TCO and payment of fees must be submitted for approval to the Building Division prior to the expiration date of the TCO. Buildings or structures shall not be used or occupied without a valid Temporary Certificate of Occupancy or a final Certificate of Occupancy.

The undersigned further agrees, prior to the expiration this TCO, to schedule inspections for all outstanding items and ensure that they are resolved to the full satisfaction of all City Divisions and Departments. If the TCO holder fails to do so prior to the expiration date for any reason, the TCO holder will cease all occupancy and vacate the premises until the building is in full compliance.

The undersigned further agrees to vacate any building or structure that is without either a valid Temporary Certificate of Occupancy or a final Certificate of Occupancy.

Please fill out all information and sign where indicated then upload all documents electronically to your permit using the [online portal](#):

Job Contact Person/ Responsible Party		Company Name	
Address		Telephone Number	
Job Contact Signature		Email Address	
Field Contact Person		Telephone Number	

Owner Name/ Title		Telephone Number	
Address		Email Address	
Owner Signature		Date	

Application Received by:	Fee Due see current Building Fee Schedule :	Approved by (Inspector Signature):
		Temporary Occupancy Expiration Date:
Reviewed for Compliance by:		Notified via:
		Date: