



# TEMPORARY CERTIFICATE OF OCCUPANCY PROCEDURE

Building Department

390 Towne Centre Dr, Lathrop, CA 95330

Phone: (209) 941-7270

## AUTHORIZATION TO OCCUPY BEFORE PERMIT FINAL TEMPORARY CERTIFICATE OF OCCUPANCY: COMMERCIAL / INDUSTRIAL PROJECTS

### **Code Requirements:**

If the Building Official finds that no substantial hazard will result from occupancy of any building or portion thereof before the same is completed, a Temporary Certificate of Occupancy (TCO) may be issued prior to the completion of the entire building or structure. (California Building Code Section 111.3)

Required final inspections from all departments must have been attempted, although not necessarily passed, before application for temporary occupancy. Copies of the inspection results and a copy of both sides of the inspection job card must be included in the temporary certificate of occupancy submittal package. This includes all Building, Plumbing, Mechanical, Electrical, Fire Sprinkler, Fire Alarm, and Fire Architectural inspections.

### **Applicant Procedure:**

Fire Department and/or Building Department have outstanding issues:

If any permit associated with the project, except the Building Final, has not been signed, then the applicant must file a Temporary Certificate of Occupancy Request/Approval Form with the Building Department. The form must be signed by the Property Owner, Business Owner, and Construction Company.

***Allow 48-72 hours of processing time for such a request. Failure to include all the necessary paperwork will result in delays in your request.***

### **Administrative Procedures:**

Once the Fire Department, Planning Department, Public Works Department, and Building Department recommend issuance of a Temporary Certificate of Occupancy, then the Request for Temporary Occupancy will be reviewed by the Building Official. If the Building Official approves the request, acknowledgement of such an approval will be endorsed on the Temporary Certificate of Occupancy Request/Approval Form and a copy of the signed form will be emailed to the applicant. This endorsement on the face of the Temporary Certificate of Occupancy Request/Approval Form will constitute a Temporary Certificate of Occupancy.

***No occupancy of the building shall occur until it is authorized in writing by the Building Department and a copy is available at the job site.***



# TEMPORARY CERTIFICATE OF OCCUPANCY FORM

Building Department

390 Towne Centre Dr, Lathrop, CA 95330

Phone: (209) 941-7270

## TEMPORARY CERTIFICATE OF OCCUPANCY REQUEST/APPROVAL

Temporary occupancy has been requested at:

Job Address \_\_\_\_\_

Permit Number(s) \_\_\_\_\_

Temporary occupancy to be effective on \_\_\_\_\_ and will terminate on \_\_\_\_\_

Reason for Temporary Occupancy: \_\_\_\_\_

I, the undersigned, understand that the use of electrical power and/or gas to the job site is temporary in nature and may be disconnected from the gas and electric power source for nonconforming code violation(s), non-compliance of all City ordinances and regulations, or for any safety hazards as determined by the Building Official.

The Building Official is authorized to issue a temporary certificate of occupancy before the completion of the entire scope of work covered by the permit; provided, that such portion or portions shall be occupied safely. I am also aware that before the final Certificate of Occupancy is issued, the final inspection will need to be approved by all required City Departments and Fire District.

By signing below I acknowledge that the attached list of items is yet to be completed or corrected and will be completed before final inspection can be approved.

PROPERTY OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

BUSINESS OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

**Revocation:** The Building Official is authorized to, in writing, suspend or revoke a certificate of occupancy or completion issued under the provisions of this code wherever the certificate is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or structure or portion thereof is in violation of any ordinance or regulation or any provisions of the codes.

**Department Approvals:** This project will be allowed a Temporary Certificate of Occupancy for the period noted above, if approved by each Department. Each Department is responsible to follow-up on their corrections pending list and to sign off the Job Card issued to the Applicant/Owner of the project, when items have been completed. The Building Inspector will monitor timelines and keep in contact with the Applicant/Owner to insure that they are met.

BUILDING: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Approved     Denied     No Corrections     Corrections pending, see attached notice

FIRE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Approved     Denied     No Corrections     Corrections pending, see attached notice

PLANNING: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Approved     Denied     No Corrections     Corrections pending, see attached notice

PUBLIC WORKS: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Approved     Denied     No Corrections     Corrections pending, see attached notice

Temporary Certificate of Occupancy Approval: \_\_\_\_\_ DATE: \_\_\_\_\_

Building Official