

# Building & Safety

## Application for Temporary Certificate Occupancy (TCO)



### **PROJECT INFORMATION:**

PROJECT ADDRESS: \_\_\_\_\_

BUILDING PERMIT NUMBER: \_\_\_\_\_

### **CONTACT INFORMATION:**

APPLICANT'S NAME: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### **REASON FOR TEMPORARY OCCUPANCY (CHECK ALL THAT APPLY):**

\_\_\_\_\_ Stocking and Training

\_\_\_\_\_ Partial Building (refer to TCO Policy)

\_\_\_\_\_ Other: \_\_\_\_\_

### **ITEMS TO BE COMPLETED PRIOR TO FINAL INSPECTION APPROVAL: \_\_\_\_\_**

---

---

---

---

This form, when approved, grants the issuance of a Temporary Certificate of Occupancy (TCO) for 30 days, or as otherwise specified, and **MUST BE RENEWED PRIOR TO THE EXPIRATION DATE** to retain the temporary status.

I, the undersigned, being the owner or owner's representative, agree to indemnify, defend and save free and harmless the City of Santa Fe Springs, its officers, agents, employees and representatives from and against any and all claims, demands, loss, actions or causes of action which may be asserted, prosecuted or established against them or any of them, or whatsoever kind of mature, arising out of or attributable to, or in any manner connected with the temporary occupancy. I further acknowledge that the issuance of a Temporary Certificate of Occupancy requires that the completion of construction be done in a timely manner and that all utilities may be turned off for any hazardous conditions or for not completing the construction.

I intend to complete all required work, obtain the required inspection approval, and request the issuance of a Certificate of Occupancy by: \_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

### **CITY STAFF USE ONLY**

	STAFF	APPROVED DATE	NOTES
Planning:	_____	_____	_____
Fire Dept.:	_____	_____	_____
Public Works:	_____	_____	_____
Building:	_____	_____	_____

# Temporary Certificate Occupancy (TCO) Policy

---

Temporary Certificate of Occupancy (TCO) is a processed utilized to occupy a structure under construction or defined parts of a structure prior to final building inspection approval by all required departments. TCO is only applicable on commercial projects and large multi-unit residential projects involving new construction, additions or change in use/occupancy type. This process typically takes approximately five (5) working days, unless there are outstanding items which must be completed prior to TCO approval for any affected/required department. If you would like to request a TCO for your location, please review the information provided below and follow the required steps.

## **TYPES OF ALLOWABLE TCO's:**

**Stocking and/or Training:** Typically used by larger retail stores due to the amount of stocking and training necessary to open the store. Occupancy is only approved for employees, with no public use or occupancy allowed as part of this TCO type.

**Partial Occupancy:** The project or portion of the project requested to be occupied **must be** substantially completed with initial final inspection having been walked by the City's Building Inspector. Also, only incidental construction such as landscaping, interior/exterior finish work not regulated by Code or outstanding paperwork may remain incomplete. Incomplete items that could adversely affect Health & Safety concerns for any City Department are not allowed and must be completed prior to TCO approval/issuance.

## **STEP 1: Approval of Consideration Inspection**

The City's Building Inspector must complete a TCO Consideration Inspection (this is done to verify the progress of the project) before an application for TCO will be accepted and processed. If required a Phasing Plan (see requirements below) must be accepted and approved by the Building Division prior to TCO consideration approval. Please communicate and work closely with the City's Building Inspector regarding the desire for a TCO to avoid any time delays.

## **STEP 2: Application and Payment**

After the Building Inspector approves the TCO Consideration Inspection, you will be advised to pay the required processing fee and submit the TCO application for review and approval by all required City Departments. A separate inspection must be scheduled directly with the Fire Department for a final walk and/or TCO approval. Please contact the City's Fire Department at (562) 906-3800 for scheduling an inspection specifically for TCO requirements.

## **STEP 3: TCO Issuance**

A TCO will be granted for the type of use, assigned area (completed structure or partial area as requested) and length of time requested only after all City Departmental approvals have been obtained. **The TCO is only valid once you have received the printed TCO certificate from the Building Division.**

## **TCO Phasing Plan:**

A Phasing plan may be required when only a portion of the project is being requested for TCO. This plan will be provided by the requesting part and must include a site plan & complete floor plan to identify the area(s) requested, demonstrate how separation of public from construction will occur and be maintained, including access to and from the site. The plan must also identify any safety barriers to be installed, accessible ingress and egress, accessible parking, property sanitary provisions, clear path(s) for emergency service vehicles/personnel, along with other site specific details as identified through inspection. The plan may reflect multiples phases that will occur to complete the project or additional phasing plans may also be submitted for subsequent phases of the project. This plan is then verified for compliance in the field by the Building Inspector prior to approval of TCO issuance.