

Minimum Requirements for a Temporary Certificate of Occupancy

1. All life safety components of the building are complete and approved in the area proposed for occupancy, and any areas adjacent to the ingress and egress path of travel. Critical life safety components shall include but not be limited to fire protection systems, fire sprinkler or standpipe systems, fire alarm systems, smoke and carbon monoxide detectors, means of egress, emergency lighting, emergency vehicle access, on-site water supplies and other safety features as determined by the Chief Building Official and Fire Marshal.
2. Weather tight shell including complete exterior wall assemblies, roof covering, doors, windows, and other opening protections.
3. Sanitary facilities serving the TCO area.
4. Heating and cooling capacity to the TCO area.
5. Lighting, power and controls serving the TCO area.
6. Accessible path of travel to the public way from all TCO areas including parking and/or areas of refuge.
7. Accessible features such as sanitary facilities, drinking fountains, parking, controls or other required items.
8. Final gas test.
9. Labeling of electrical panels and circuits.
10. Wire nuts and cover plates at all incomplete electrical boxes.
11. Handrails and guardrails.
12. Kitchen with hot and cold running water
13. Exiting components including stairs, landings, ramps, walkways, corridors and signage.
14. Doors not required for exiting leading to incomplete or unsafe areas shall be locked or mechanically secure to prevent use.
15. Address numbers and directional signage as required.
16. Obtain all other department, special district and outside agency signatures indicated on the **FINAL OCCUPANCY FORM** prior to scheduling a temporary or final occupancy inspection with the building department.
17. A letter to the Building Official requesting Temporary Occupancy approval must contain all the following:
 - The project address, permit number and scope of work
 - Narrative request and explanation of why TCO is needed.
 - A listing of all items that will remain incomplete and deferred at time of temporary occupancy.
 - A schedule of when all deferred items will be completed.
 - Signatures of the property owner and contractor