



## TEMPORARY CERTIFICATE OF OCCUPANCY (TCO) REQUIREMENTS AND GUIDELINES

A TCO is a process, which allows occupancy of a structure prior to final approval by all developmental related Departments. Generally, a TCO provides the Tenant/Owner early access to the building for stocking of inventory, staff training, installing and testing of computer systems. Typically a TCO is requested when the “MAJORITY” of the construction is completed and only minor finishing touches remain, such as portions of a landscape area, plumbing fixtures, etc. These conditions will be evaluated on a case-by-case basis to make sure that an acceptable level of safety is met for the occupants of the building. A final clearance of all outstanding items must be completed and inspected prior to opening for business.

The following are steps necessary in order to process a TCO:

### **STEP 1:**

Complete the Request for Temporary Certificate of Occupancy form. Submit the completed application along with the **non-refundable application fee of \$313.90** to the Permit Counter at the Community Development department.

- Project identification, i.e. name, address, permit number
- Desired date of early occupancy, reason and projected duration
- Outstanding improvements/requirements for Final Occupancy
- Acknowledgement that the deposit, an amount determined by the Building Official will be forfeited to the City should the owner/tenant fail to obtain a final Certificate of Occupancy by the date specified, unless an extension is granted by the Building Official.

### **STEP 2:**

Applicant may be required to submit an itemized estimate of work to be completed. Inspector correction items shall be submitted with application. In addition to the application fee, a deposit may be required and the amount will be determined by the Building Official based on the amount of work to be completed. **The deposit must be paid by cashier's check.** Unless the TCO is revoked, the deposit will be refunded once all corrections items have been completed and the permit has been approved for final occupancy.

### **STEP 3:**

**Inspections:** Signatures of approval must be obtained from the Engineering Department (inspection item #64) and the Planning Department (inspection item #65).

### **STEP 4:**

**Fire/Life Safety:** All required code for Fire and Life safety systems that pertain to your permit must be completed and approved. i.e., sprinklers, fire alarms, smoke detectors, fire rated floor systems, duct, shafts and penetrations, elevators, exit illumination, exits, exit hardware and exit stairways must be in place and functional on the level of occupancy considered, one story above and to grade level.

For additional assistance, please call (559) 713-4495 to speak with the City of Visalia Building Official.



**REQUEST FOR TEMPORARY CERTIFICATE OF OCCUPANCY**  
**COMMERCIAL & MULTI-FAMILY**

Submit one application per building

PERMIT NUMBER \_\_\_\_\_  
PROJECT NAME \_\_\_\_\_  
PROJECT ADDRESS \_\_\_\_\_  
CONTRACTOR \_\_\_\_\_  
OWNER/TENANT \_\_\_\_\_

DESIRED DATE TO OCCUPY \_\_\_\_\_  
REQUESTED DURATION \_\_\_\_\_ (90 day maximum)  
REASON FOR REQUEST \_\_\_\_\_

APPLICANT NAME \_\_\_\_\_ CONTACT PHONE# \_\_\_\_\_  
APPLICANT SIGNATURE \_\_\_\_\_

DEPOSIT PAYOR'S MAILING ADDRESS: \_\_\_\_\_

By signing above, you are acknowledging that the deposit will be forfeited to the City should the owner/tenant fail to obtain a final Certificate of Occupancy by the date specified.

When approved, the issuance of a Temporary Certificate of Occupancy will be for the number of days specified above or as otherwise stipulated and **MUST BE RENEWED PRIOR TO THE EXPIRATION DATE** to retain the temporary status.

1. Non-refundable application fee of \$313.90 must be paid along with all outstanding fees.
2. Address must be on the building.
3. Water, Sewer and Electrical must be approved.
4. All fire protection systems, exits and exit systems must be operational. A fire watch procedure must be in effect for fire safety systems that are not monitored (alarm, suppression, etc.). All fire extinguishers must be installed. *Exception: any & all fire safety systems must be in place & functional in all educational & assembly occupancies.*
5. An inspection must be completed to determine the outstanding issues for all disciplines which include Building, Fire, Engineering, Planning and Landscape. The site inspector will make a recommendation to the Building Official as to whether a TCO can be issued.
6. If all items have been addressed /inspected by the inspector of record and approved by the Building Official, then temporary occupancy shall be granted *(including the public per CBC, Section [A] 111.3).*
7. If at any time temporary occupancy is determined unsafe by the Building Official this TCO shall be revoked and deposit forfeited *(per CBC, Section[a] 111.4).*

\*\*\*\*\***FOR OFFICE USE ONLY**\*\*\*\*\*

**Application Fee \$** \_\_\_\_\_ **Deposit Amount \$** \_\_\_\_\_ **Total Due \$** \_\_\_\_\_  
*TCO Account #: 4014-44228 (Fee Item: 1010)      Deposit Account #: 4010-25023 (Fee Item: 603)*

See attached inspection reports or list of items to be completed.  
**Special Conditions** for TCO Approval \_\_\_\_\_

**TCO Expiration Date** \_\_\_\_\_

**Approved By** \_\_\_\_\_ **Date:** \_\_\_\_\_