



TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)

Temporary occupancy of a building or facility can be permitted before the completion of the entire work covered by the building permit, provided that such portion or portions shall be occupied safely. The **TCO** is the necessary documentation to enable such occupancy. The Building Official shall set a time during which the **TCO** is valid. This time is usually 60 days. The **TCO** allows the full occupancy of the area covered by the permit. A TCO is not available for a building "Shell" permit.

To obtain a **TCO**, the corresponding instructions below shall be completed, the project or portion thereof is to be fully inspected, all required inspection signatures obtained on the inspection record card, and the Smoke Control System Testing Documentation and the Final Special Inspection Report, if required by the scope of the project, shall be provided to the City of Tracy Building Inspector to be reviewed for approval and issuance of **TCO**. The final signature from the Building Inspector onsite **is not** the final approval to occupy and use the space. The **TCO** must be issued to the applicant for such occupancy.

When the **TCO** is issued, a follow-up inspection(s) shall be scheduled prior to the expiration of the **TCO**. The purpose of the follow-up scheduled inspection(s) is to address all the outstanding corrections and ensure progress is made toward securing the Certificate of Occupancy (**CO**).

Please use the following guidelines to submit a request and secure a **TCO**:

TEMPORARY CERTIFICATE OF OCCUPANCY (TCO) INSTRUCTIONS:

Prior to approval for a **TCO** all life and safety items must be completed and approved. This includes but is not limited to all emergency systems such as egress illumination, exit signage, automatic fire alarms, automatic fire sprinklers, egress paths, fire-resistive construction, structural elements and required generators, etc.

For a Temporary Certificate of Occupancy (**TCO**) the following shall be completed:

1. Approvals must be obtained from all applicable departments/divisions for a Temporary Occupancy. These departments/divisions include Building Safety, Planning, Engineering, South San Joaquin County Fire Authority, and the Utilities Department (Storm Water Management and/or Water Management). A **TCO** may not be issued if all departments/division noted above do not provide approvals.
2. The contractor or owner shall provide a written narrative and request for Temporary Occupancy that includes the **Building Permit Number and Fire Permit Number**. The request shall be documented on company letterhead and signed by the business owner and the contractor. This request shall detail the outstanding items that remain to be completed including a tentative timeline for completion. The request shall also include a description of areas that create restricted access for emergency personnel, if any. Each permit requires a written narrative and must be submitted electronically as individual PDF files. Requests that include multiple permits numbers in the same request will be rejected.
3. If required, the Smoke Control System Testing Documents and the final Special Inspection Report must be provided. This latter document must show all elements of the structure that required Special Inspections have been completed and there are no outstanding noncompliance issues.



City of Tracy
333 Civic Center Plaza
Tracy, CA 95376
DEVELOPMENT SERVICES DEPARTMENT
MAIN 209.831.6400
FAX 209.831.6439
www.cityoftracy.org

4. All documentation must be sent as a PDF file and emailed to: plancheck@cityoftracy.org and buildingadmin@cityoftracy.org.
5. Upon receipt of TCO request the Building Division will notify you once the TCO fee has been applied to the permit and is ready to be paid. This fee is to be paid online and the TCO review, by all applicable departments, will only begin after the fee is paid and you have notified the Building Division in writing that the fee is paid. TCO's have a 5 City of Tracy Business Day review.

The TCO approval signature from the Building Inspector onsite is not the final approval to occupy and use the space. The Building Inspector's signature simply represents their portion of responsibility. Receipt of the Temporary Certificate of Occupancy by the applicant signifies the approval for temporary occupancy.

REQUEST TO EXTEND AN ISSUED TCO INSTRUCTIONS:

1. TCO - The request shall be documented on company letterhead and signed by the business owner and the contractor. This request shall detail the outstanding items that remain to be completed including a tentative timeline for completion. The request shall also include a description of areas that create restricted access for emergency personnel, if any. All documentation must be sent as a PDF file and emailed to: plancheck@cityoftracy.org and buildingadmin@cityoftracy.org
2. Upon receipt of TCO extension request the Building Division will notify you once the TCO fee has been applied to the permit and is ready to be paid. This fee is to be paid online and the TCO review, by all applicable departments, will only begin after the fee is paid and you have notified the Building Division in writing that the fee is paid. TCO's have a 5 City of Tracy Business Day review.