

**COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING & SAFETY DIVISION**

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Temporary Certificate of Occupancy (TCO) Policy

Purpose:

To establish a policy and procedure for processing of requests for Temporary Certificates of Occupancy (TCO).

Background:

There has been an increased need for some businesses to occupy a space while finalizing the occupancy permit. Delays to issuance of a Certificate of Occupancy have ranged from finalizing requirements from outside agencies, to delays in finishing minor correction items that are taking more time than originally planned for.

Issuance of a Temporary Certificate of Occupancy may allow a business to open and possibly start building a customer base, and generate revenue. If the last inspection items are minor in nature, don't impact public safety, don't have any adverse repercussions for safety in any way, and the applicant can give a valid timeline of completing the inspection process, it is the City's policy to help the business be successful as much as possible.

California Building Code Section 111.3 authorizes the Building Official to issue a Temporary Certificate of Occupancy before the completion of the entire work covered by the permit, provided that the space is occupied safely, and the building official sets a time period during which the temporary certificate of occupancy is valid.

Policy:

A Temporary Certificate of Occupancy may be issued for a tenant improvement permit or a substantially complete new building, if the applicant can demonstrate that none of any remaining inspection or administrative issues impact life-safety, accessibility or any other issues based on the discretion of the Building Inspector. Approval for the TCO must be obtained from any other agency that has approval rights to the project, such as Metro Fire, Environmental Health, water districts, sewer district, etc.

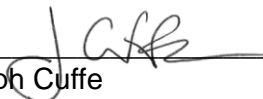
Procedure:

Once a permit is issued, and inspections from all agencies are *substantially* complete:

1. Fill out form RCB1031 Request for Temporary Certificate of Occupancy and submit to the Public Counter at Rancho Cordova City Hall.
The fee for a TCO is \$275, which is based on the current labor rates for services. This fee covers paperwork, processing, extra inspections, and other work required to approve the TCO.
2. Metro Fire District, City Public Works, City Planning Division, and *possibly* other agency approvals (Health Dept., Water District, Sewer District, etc.) will be required before the Building & Safety Division will grant temporary occupancy.
3. Once all approvals from other departments are approved, and the TCO is issued, call the automated inspection system (916-851-8766, or use the on-line system) and schedule a TCO Inspection (TCO001)
 - No TCO will be approved if there are Fire & Life-Safety, sanitation or disabled access items on Notice of Corrections. Exterior disabled access features must be addressed to the satisfaction of the Building Inspector.

- A TCO may be approved, at the Building Inspector's discretion, with minor items on a Notice of Corrections.
4. If the TCO inspection is passed, the Building Inspector will make a note on the permit card. The contractor will bring in the permit card and proof of any other agencies approvals to the Public Counter, and a Temporary Certificate of Occupancy card (RCB1030) will be issued. The TCO card can be mailed to the business if necessary. The TCO card must be prominently displayed at the place of business.
 5. TCO is valid for 30 days, while the project is being completed. Customer must complete project and pass all Final Inspections within the **30-day time limit**. *An extension may be requested in writing prior to expiration of TCO.* Approval of the extension is at the discretion of the Building Official.

If the project isn't complete by the TCO expiration date, and a Certificate of Occupancy is not obtained, penalties may be assessed, and the Temporary Certificate of Occupancy may be rescinded. This may also result in the tenant being unable to remain in the space until the Certificate of Occupancy is issued



Joseph Cuffe
Building Official, City of Rancho Cordova