



# REQUEST FOR TEMPORARY CERTIFICATE OF OCCUPANCY



COMMUNITY DEVELOPMENT DEPARTMENT • 345 N EL DORADO STREET • STOCKTON, CA 95202 • (209) 937-8561  
[www.stocktonca.gov/buildinginspection](http://www.stocktonca.gov/buildinginspection)

A **Temporary Certificate of Occupancy (TCO)** enables occupancy, or partial occupancy, of a building before the construction project is completed. A TCO may be granted for a reasonable period of time at the discretion of the Building Official, provided that such portion or portions shall be occupied safely. Each TCO request is evaluated on a case-by-case basis.

## **REQUIREMENTS TO OBTAIN A TCO:**

- A Final Building (022) inspection must be completed with the project building inspector to confirm all requirements for temporary occupancy have been completed and to establish a list of conditions for the TCO.
- Inspection by the City of Stockton Fire Department must be completed confirming all requirements for temporary occupancy have been completed.
- Inspection by the City of Stockton Public Works Department (if applicable) confirming all requirements for temporary occupancy must be completed.
- Final inspection approval received from the San Joaquin County Health Department (if applicable).
- All fees due to the City must be paid, including any fees that may have been deferred at permit issuance.
- All fire & life safety items must be inspected and approved in the area where occupancy is requested and independent of the incomplete portions. Exiting from the occupied area must be maintained and cannot travel through the construction area.
- Areas under construction must be physically separated from the occupied areas with an approved barrier.
- Accessibility components shall be in substantially complete. An accessible route to the occupied area must be provided and all accessible elements in the occupied area must be installed and approved.
- All electrical, mechanical, and plumbing in the area to be occupied must be completed and independent of the incomplete portions.

## **PROCEDURES TO OBTAIN A TCO:**

1. Schedule an inspection with Building, Fire, and Public Works to perform a TCO walkthrough.
2. Complete the Request for Temporary Certificate of Occupancy form, see next page
3. Submit the request to the project building inspector, Supervising Building Inspector, Building Official, and other departments to determine feasibility at the given project.
4. Provide a projected completion date for all incomplete construction items.
5. If partial occupancy is requested, provide a plan showing the following:
  - a. Identify the portion(s) of the building where early occupancy is requested.
  - b. Identify how the occupied area will be separated from the rest of the project. A physical barrier must be installed between the area requested for occupancy and the rest of the building.
  - c. Show how exiting will be provided for the occupied area, independent of the incomplete portions of the building.
6. Pay the TCO fee of **\$626.00**. This fee can be paid online or in person at the Permit Center.



# REQUEST FOR TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)

<b>Project Address:</b>	<b>Permit #(s):</b>
<b>Business Name:</b>	
<b>Project Contact:</b>	
<b>Email:</b>	<b>Phone #:</b>

<b>Property Owner:</b>	<b>Phone #:</b>
<b>Address:</b>	<b>Email:</b>

**Reason for Temporary Occupancy:**

- Open for stocking only (not open to the public or general employees)
- Open for stocking and training of employees only (not open to the public)
- Open to the public
- Other: \_\_\_\_\_

**Additional Comments:**

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I/We request Temporary Occupancy at the above location to be in effect on:	<b>Effective Date:</b>
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**As the owner, contractor or authorized agent for this project,** I agree and acknowledge that I am requesting a Temporary Certificate of Occupancy and if I do not complete the required correction items and receive all final inspection approvals for this project by the expiration date, the premises may be vacated until the building is in full compliance.

_____ Print Name	_____ Title
_____ Signature	_____ Date