



TEMPORARY CERTIFICATE OF OCCUPANCY PROCEDURE

**City of Lathrop
Building Department**

390 Towne Centre Drive – Lathrop, CA 95330
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Phone #: (209) 941-7270

PLEASE REFER TO THIS PROCEDURE WHEN REQUESTING FOR A COMMERCIAL TEMPORARY CERTIFICATE OF OCCUPANCY

AUTHORIZATION TO OCCUPY BEFORE PERMIT FINAL TEMPORARY CERTIFICATE OF OCCUPANCY: COMMERCIAL / INDUSTRIAL PROJECTS

CODE REQUIREMENTS

If the Building Official finds that no substantial hazard will result from occupancy of any building or portion thereof before the same is completed, a Temporary Certificate of Occupancy (TCO) may be issued prior to the completion of the entire building or structure. **(California Building Code Section 111.3)**

Required Final Inspections from all Departments must have been attempted, although not necessarily Passed, before requesting for a Temporary Occupancy. Copies of the Inspection Results and a copy of both sides of the Inspection Job Card must be included in the Temporary Certificate of Occupancy Submittal Request Package. This includes all Building, Plumbing, Mechanical, Electrical, Fire Sprinkler, Fire Alarm, and Fire Architectural Inspections.

APPLICANT PROCEDURE

If any permit associated with the project, except for the Building Final, has not been signed, especially when the Fire Department and/or the Building Department have outstanding issues, then the Applicant must file a Temporary Certificate of Occupancy Request Form with the Building Department. The form must be signed by the Property Owner, Business Owner / Tenant, and Construction Company / Contractor.

Allow for the City's Standard Review Time for any TCO Requests, as the Request needs to be routed and reviewed by all Departments. Failure to include all necessary paperwork will result in delays in processing in your request.

ADMINISTRATIVE PROCEDURE

Once the Fire Department, Planning Department, Public Works Department, and Building Department recommend for issuance of a Temporary Certificate of Occupancy, then the Request for Temporary Occupancy will be reviewed by the Building Official. If the Building Official approves the Request, acknowledgement of such an approval will be endorsed on the Temporary Certificate of Occupancy Request Form bearing all approving signatures, and a copy of the signed form will be emailed to the Applicant. This endorsement on the face of the Temporary Certificate of Occupancy Request Form will constitute a Temporary Certificate of Occupancy.

No occupancy of the building shall occur until it is authorized in writing by the Building Department and a copy of an approved Temporary Certificate of Occupancy is available at the jobsite.