



TEMPORARY CERTIFICATE OF OCCUPANCY PROCEDURE

**City of Lathrop
Building Department**

390 Towne Centre Drive – Lathrop, CA 95330
Email: PermitOffice@ci.lathrop.ca.us
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.



TEMPORARY CERTIFICATE OF OCCUPANCY FORM

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THIS FORM IS ONLY TO BE USED FOR REQUESTING A TEMPORARY CERTIFICATE OF OCCUPANCY FOR COMMERCIAL / INDUSTRIAL

TEMPORARY CERTIFICATE OF OCCUPANCY REQUEST / APPROVAL

Property Address: _____ Permit Number(s): _____

Temporary Occupancy to be effective on _____ and will terminate on _____

Reason for Temporary Occupancy: _____

I, the undersigned, understand that the use of electrical power and/or gas to the jobsite is temporary in nature and may be disconnected from the gas and electric power source for nonconforming code violations, noncompliance of all City ordinances and regulations, or for any safety hazards as determined by the Building Official.

The Building Official is authorized to issue a Temporary Certificate of Occupancy before the completion of the entire scope of work covered by the permit, provided that such portion(s) shall be occupied safely. I am aware that before the Final Certificate of Occupancy is issued, the Final Inspection will need to be approved by all required City Departments and Fire District.

By signing below, I acknowledge that the attached list of items is yet to be completed or corrected and will be completed before Final Inspection can be approved.

PROPERTY OWNER: _____ DATE: _____

BUSINESS OWNER / TENANT: _____ DATE: _____

CONTRACTOR: _____ DATE: _____

Revocation: The Building Official is authorized to, in writing, suspend or revoke a certificate of occupancy or completion issued under the provisions of this code wherever the certificate is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or structure or portion thereof is in violation of any ordinance, regulation, or any provisions of the code.

DEPARTMENT APPROVALS: This project will allow a Temporary Certificate of Occupancy for the period requested and noted above, if approved by each Department. Each Department is responsible for follow-up on their corrections pending list and signing off on the Job Card issued to the Applicant/Owner of the project, when items have been completed. The Building Inspector will monitor timelines and keep in contact with the Applicant/Owner to ensure that they are met.

BUILDING: _____	DATE: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> No Corrections <input type="checkbox"/> Corrections Pending, see attached
FIRE: _____	DATE: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> No Corrections <input type="checkbox"/> Corrections Pending, see attached
PLANNING: _____	DATE: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> No Corrections <input type="checkbox"/> Corrections Pending, see attached
PUBLIC WORKS: _____	DATE: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> No Corrections <input type="checkbox"/> Corrections Pending, see attached

TEMPORARY CERTIFICATE OF OCCUPANCY APPROVAL

BUILDING OFFICIAL: _____ DATE: _____