



TEMPORARY CERTIFICATE OF OCCUPANCY PROCEDURE

Building Department

390 Towne Centre Dr, Lathrop, CA 95330

Phone: (209) 941-7270

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 application for 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 package. This includes all Building, Plumbing, Mechanical, Electrical, Fire Sprinkler, Fire Alarm, and Fire Architectural inspections.

Applicant Procedure:

Fire Department and/or Building Department have outstanding issues:

If any permit associated with the project, except the Building Final, has not been signed, then the applicant must file a Temporary Certificate of Occupancy Request/Approval Form with the Building Department. The form must be signed by the Property Owner, Business Owner, and Construction Company.

Allow 48-72 hours of processing time for such a request. Failure to include all the necessary paperwork will result in delays in your request.

Administrative Procedures:

Once the Fire Department, Planning Department, Public Works Department, and Building Department recommend 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/Approval Form 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/Approval 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 is available at the job site.