

BUILDING & SAFETY DEPARTMENT

REQUEST FOR TEMPORARY CERTIFICATE OF OCCUPANCY

PERMIT #

TCO #

The deposit for Temporary Certificate of Occupancy is 1 percent (1%) of the Building Permit Valuation. The minimum required deposit is \$750, the maximum is \$10,000.00. The deposit, less a \$100.00 processing fee, is refunded upon a passing all required final inspections.

Process for obtaining Temporary Certificate of Occupancy:

1. Fill out the Request for Temporary Certificate of Occupancy form (RCB0008), and submit to the Building & Safety Department at Rancho Cordova City Hall. Deposit covers the paperwork processing fee, and a means to complete project if circumstances warrant.
2. Fire District, Public Works, Planning Department and *possibly* other agencies approvals (Health Dept., Water, Sewer, etc.) will be required before the Building & Safety Department will grant temporary occupancy.
3. Once all approvals from other departments are approved, call the automated inspection system (916-851-8766) and schedule a TCO Inspection (TCO001)
 - No Temporary C of O will be approved if there are Fire & Life-Safety, sanitation or disabled access items on Notice of Corrections.
 - A Temporary C of O may be approved, at the Inspectors discretion, with minor items on Notice of Corrections.
4. If TCO inspection is approved, the Field Inspector will notify the permit office staff, who will issue a Temporary Certificate of Occupancy card (RCB0006). TCO card can be mailed or customer may come in and pick it up. It must be 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**. One 30 day extension may be requested in writing **prior** to expiration of TCO. Approval of the extension is at the discretion of the Building Official.
6. Refund of deposit (less \$100 processing fee) will be made after permit receives Final Inspection approvals, and a Certificate of Occupancy is issued. If at the completion of the 30 days (or 60 days with an extension) a Certificate of Occupancy is not obtained, the deposit will be forfeited, and occupancy may be rescinded. Deposits may be made by credit card (Discover, Master Card, Visa), or by a check made out to the City of Rancho Cordova. Deposits shall be paid at the Rancho Cordova Permit Office, located at City Hall.

Deposit Required: _____ Calculated By: _____ Date: _____

Customer Information:

Property and/or Liability Insurance Carrier Information:

Carrier Name: _____

Policy Number & Expiration: _____

Job Address: _____

Owner of Record: _____

Deposit Paid By: _____ **Phone Number:** _____

Address: _____ **City / State / Zip:** _____

Signature of Owner / Applicant

Date

Cashier Validation: