BUILDING & SAFETY DIVISION
2729 Prospect Park Drive | Rancho Cordova, CA 95670
Phone: (916) 851-8760 | Fax: (916) 851-8762

Request for Temporary Certificate of Occupancy

Permit # _____ **TCO #** _____

Definitions:

- **Certificate of Occupancy or "COO"** California Building Code Section 111.1, amended by Rancho Cordova Municipal Code 16.02.050(J), states that no building or structure shall be used or occupied, and no change of occupancy of a building or structure shall be made, until the Building Official has issued a certificate of occupancy. Certificates of occupancy are not required for R-3 One or Two-Family Dwellings or Townhome occupancies or residential accessory buildings or structures.
- **Temporary Certificate of Occupancy or "TCO"** California Building Code Section 111.3 authorizes the Building Official to issue a temporary certificate of occupancy before the completion of the entire work covered by the permit, provided that the space is occupied safely, and the building official sets a time period during which the temporary certificate of occupancy is valid.

Process for obtaining Temporary Certificate of Occupancy (TCO):

Once a permit is issued, and inspections from all agencies are *substantially* complete:

1. Fill out this form and submit to the Public Counter at Rancho Cordova City Hall.

   The fee for a TCO is $275, which is based on the current labor rates for services. This fee covers paperwork, processing, extra inspections, and other work required to approve the TCO.
2. Metro Fire District, City Public Works, City Planning Division, and *possibly* other agency approvals (Health Dept., Water District, Sewer District, etc.) will be required before the Building & Safety Division will grant temporary occupancy.
3. Once all approvals from other departments are approved, and the TCO is issued, call the automated inspection system (916-851-8766, or use the on-line system) and schedule a TCO Inspection (TCO001)
   - No TCO will be approved if there are Fire & Life-Safety, sanitation or disabled access items on Notice of Corrections. Exterior disabled access features must be addressed to the satisfaction of the Building Inspector.
   - A TCO may be approved, at the Building Inspector's discretion, with minor items on a Notice of Corrections.
4. If the TCO inspection is passed, the Building Inspector will make a note on the permit card. The contractor will bring in the permit card and proof of any other agencies approvals to the Public Counter, and a Temporary Certificate of Occupancy card (RCB1030) will be issued. The TCO card can be mailed to the business if necessary. The TCO card must be prominently 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**. An extension may be *requested in writing prior to expiration* of TCO. Approval of the extension is at the discretion of the Building Official.
6. If the project isn't complete by the TCO expiration date, and a Certificate of Occupancy is not obtained, penalties may be assessed, and the Temporary Certificate of Occupancy may be rescinded. This may also result in the tenant being unable to remain in the space until the Certificate of Occupancy is issued.

Customer Information:

Property and/or Liability Insurance Carrier Information:

Carrier Name: _____

Policy Number & Expiration: _____

Project Address: _____

Owner of Record: _____

Address: _____

City: _____ State: _____ Zip Code: _____

I, the undersigned, under penalty of perjury, affirm that I have read, and understand, the information contained on this document, and attest that all information provided, to my knowledge, is true and correct.

_____ _____

Signature of Owner / Applicant **Date**