



City of Anaheim  
**PLANNING DEPARTMENT**  
**Building Division**

**APPLICATION FOR TEMPORARY USE AND OCCUPANCY (TCO)**

JOB ADDRESS: \_\_\_\_\_

BUILDING PERMIT NUMBER: \_\_\_\_\_

Request is hereby made for the temporary use and occupancy on subject project only for the time specified.

I hereby acknowledge that as a condition for consideration and granting approval of a TCO, that this TCO will become null & void upon the listed expiration date, and therefore, I acknowledge and understand that upon the voiding of the TCO, legal occupancy or use of said premises and/or portions thereof will no longer be permitted. Any extension of time to this TCO request will be granted subject to review and approval by the Building Official.

There will be an additional fee of \$489.00 for any request to extend the time of this TCO. I understand that the fee is non-refundable if this application is denied.

I am fully aware of Section 109.1 of the California Building Code which indicates, in part, that no building or structures shall be used or occupied until the Building Official or authorized representative has issued a Certificate of Use and Occupancy.

REASON FOR REQUEST:

Type of Occupancy: Full Occupancy \_\_\_\_\_ Stocking & Training Only \_\_\_\_\_  
 Portion of the Building (refer to handout for requirements) \_\_\_\_\_

What is preventing a final sign-off? \_\_\_\_\_

How long will the TCO be needed? \_\_\_\_\_

The party signing below hereby agrees to hold the City of Anaheim, its officers and employees free and harmless from any incidence or occurrence which may occur as a result of this release.

\_\_\_\_\_  
 Signature of Applicant Date Telephone

\_\_\_\_\_  
 Email Address

**For Departmental Use Only:**

	Assigned Staff:	Approved Date:	Notes:
Building:	_____	_____	_____
Planning:	_____	_____	_____
Fire Dept.:	_____	_____	_____
Public Works:	_____	_____	_____
Field Eng.:	_____	_____	_____
WQMP	_____	_____	_____
Water Eng.:	_____	_____	_____
Cross Connection:	_____	_____	_____

## **SUPPLEMENTAL HANDOUT FOR TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)**

Temporary Certificate of Occupancy (TCO) is a process utilized to occupy a structure under construction or defined parts of a structure prior to final building inspection approval by all required departments. TCO is only applicable on commercial projects and large multi-unit residential projects involving new construction, additions or a change in use/occupancy type. This process typically takes approximately five working days, unless there are outstanding items which must be completed prior to TCO approval for any affected/required department. If you would like to request a TCO for your location, please review the information provided below and follow the required steps.

### **Types of allowable TCO's:**

- **Stocking and Training:** Typically used by larger retail stores due to the amount of stocking and training necessary to open the store. Occupancy is only approved for employees, with no public use or occupancy allowed as part of this TCO type.
- **Partial or Full Occupancy:** The project or portion of the project requested to be occupied **must be** substantially completed with initial final inspections having been walked by the assigned Building inspector. Also, only incidental construction such as landscaping, interior/exterior finish work not regulated by Code or outstanding paperwork may remain incomplete. Incomplete items that could adversely affect Health & Safety concerns for any City department are not allowed and must be completed prior to TCO approval/issuance.

### **Step 1: Approval of Consideration Inspection**

The assigned Building inspector for your project must approve the TCO Consideration (this is done to verify the progress of the project) before an application for TCO will be accepted and processed. If required, a Phasing Plan (see requirements below) must be accepted and approved by the Building division prior to TCO Consideration approval. Please communicate and work closely with your Building inspector and assigned Business Assistance Program (BAP) representative regarding the desire for a TCO to avoid time delays.

### **Step 2: Application and Payment**

After the Building inspector approves the Consideration inspection, you will be advised to pay the required processing fee and submit the TCO application for review and approval by all affected/required City departments. A separate inspection must be scheduled directly with the Fire department for a final walk and/or TCO approval. Please contact the Fire department at (714) 765-5041 for scheduling an inspection and for specific TCO requirements.

### **Step 3: TCO Issuance**

A TCO will be granted for the type of use, assigned area (completed structure or partial areas as requested) and length of time requested only after all City departmental approvals have been obtained. **The TCO is only valid once you have received the printed TCO certificate from the Building division.**

**TCO Phasing Plan:** A Phasing plan may be required when only a portion of the project is being requested for TCO. This plan will be provided by the requesting party and must include a Site plan & complete floor plan to identify the area(s) requested, demonstrate how separation of public from construction will occur and be maintained, including access to & from the site. The plan must also identify any safety barriers to be installed, accessible ingress and egress, accessible parking, proper sanitary provisions, clear path(s) for emergency service vehicles/personnel, along with other site specific details as identified through inspection. The plan may reflect multiple phases that will occur to complete the project or additional phasing plans may also be submitted for subsequent phases of the project. This plan is then verified for compliance in the field by the Building inspector prior to approval of TCO Consideration.