



City of Santa Clara

Building Division
1500 Warburton Ave.
Santa Clara, CA 95050
www.santaclaraca.gov

Building Division: 408-615-2440

Email: Building@santaclaraca.gov

Permit Center: 408-615-2420

Email: PermitCenter@santaclaraca.gov

Automated Inspection Scheduling System: 408-615-2400

Application requirements for a Temporary Certificate of Occupancy

Applications for TCO's will only be issued after all involved City divisions and departments have reviewed and approved the TCO application. Allow a minimum of 10 working days for City staff review.

TCO applications will only be accepted under the following conditions:

1. For the area under a TCO, all electrical, plumbing, and mechanical systems must be city staff inspected and approved.
2. For the area under a TCO, all life safety systems must be city staff inspected and approved: all required fire ratings, all exit paths, all exit doors and door hardware, all exit signage, all emergency egress lighting, all fire extinguishers, all fire alarm systems, all fire sprinkler and fire suppression systems, the building exterior numbering and exterior lighting.
3. For the area under a TCO, all disabled access must be city staff inspected and approved: the accessible parking, an accessible route from the public right of way to the primary entrance, an accessible route within the building, accessible exits, accessible restrooms.
4. The area under a TCO must be city staff inspected and approved 100% clear of construction materials and all construction activities.
5. TCO applications will be considered for phasing of projects, where the area under a TCO is 100% city staff inspected and approved, and is safely separated from all construction activities, including all vehicular circulation and access to the public street. A TCO will not be considered for the final phase of a project. All department inspections and holds must be completed at which time, a C of O will be issued.
6. TCO applications will be considered for furnishing installations and/ or staff training and orientation, prior to general public access.
7. For a TCO application for a food service establishment, the area under a TCO must be 100% city staff inspected and approved, and must be field inspected and final approved by the Santa Clara County Department of Environmental Health, Consumer Protection Division, Food Safety Program.
8. If applicable, for the area under a TCO, all city development-related agreements must be executed and final.

Procedure to apply for a TCO:

1. Fill out the application for a TCO with the Building Division staff in the Permit Center.
2. Pay the non-refundable TCO application fee per the City's fee schedule.
3. Provide 2 copies of a letter signed by both the property owner and the overall general contractor, requesting a TCO, the reason for the TCO request, and the time period requested for a TCO.
4. Provide 2 copies of architect or engineer stamped plan(s) fully defining the area and scope of the TCO request, and (if applicable) defining the areas still under construction, and (if applicable), defining the safe separations between the TCO area and other areas.
5. Provide signage layouts as necessary to guide construction workers and/ or business staff and/ or the general public.

The TCO application plans will be routed to the following city departments/ divisions, you may contact the staff directly to discuss the TCO application if you wish:

Department/ Division	city/ county staff signature/ approve in city permit system
Santa Clara Planning Division 408- 615-2450	
Santa Clara Fire Dept./ Fire Prev./ Haz. Mat.'s Div. 408-615-4970	
Santa Clara PW Dept./ Engineering Division 408-615-3000	
Santa Clara PW Dept./ Environmental Prog.'s Div. 408-615- 3080	
Santa Clara/ Silicon Valley Power/ Engineering 408-615-6610	
Santa Clara Water & Sewer Utilities Dept. 408-615-2000	
Santa Clara County. Dept. Env. Health/ Food Saf. 408) 918-3400	
Other (To be determined by city staff.)	
	all applicable div.'s above to sign prior to building signature
Santa Clara Building Division 408-616-2440	

1. A TCO may be revoked by city staff at any time.
2. An issued TCO scope of work cannot be revised, a new TCO application must be made for any significant changes proposed.
3. A TCO extension of time may be requested, at the discretion of building division staff, an additional TCO fee per the City's fee schedule is required.
4. Regarding a TCO request for an interior tenant build-out, for the overall building; all elect., plumb., mech., life safety systems, fire alarm and fire sprinklers, water, and power must be city staff inspected and approved, prior to applying for the interior tenant TCO.



City of Santa Clara

Building Division
1500 Warburton Ave.
Santa Clara, CA 95050
www.santaclaraca.gov

Building Division: 408-615-2440
Email: Building@santaclaraca.gov
Permit Center: 408-615-2420
Email: PermitCenter@santaclaraca.gov
Automated Inspection Scheduling System: 408-615-2400

Application for Temporary Certificate of Occupancy

Applications for TCO's will only be issued after all involved City divisions and departments have reviewed and approved the TCO application. Allow a minimum of 10 working days for City staff review.

Permit Number(s)		Project Address	
Date Received		Time Period Requested for TCO	

Area of Work:

Full	Partial	Revision	Phase #
------	---------	----------	---------

The undersigned hereby applies for a Temporary Certificate of Occupancy (TCO) for the areas indicated on the TCO application plans attached for the above address for the above time period and subject to the Building Official's approval.

The undersigned further acknowledges that a written request, signed by the property owner, to extend the time period of the Temporary Certificate of Occupancy (TCO) and payment of fees must be submitted for approval to the Building Division prior to the expiration date of the TCO. Buildings or structures shall not be used or occupied without a valid Temporary Certificate of Occupancy or a final Certificate of Occupancy.

The undersigned further agrees before the Temporary Certificate of Occupancy (TCO) expires, the TCO holder will schedule inspections for all uncompleted items so as to resolve these to the satisfaction of inspectors in all involved City Divisions and Departments. If the TCO holder fails to comply by the expiration date, the TCO holder will cease all occupancy and vacate the premises until the building is in full compliance.

The undersigned further agrees to vacate any building or structure without either a valid Temporary Certificate of Occupancy or a final Certificate of Occupancy.

Please PRINT all information legibly and sign where indicated

Job contact person/ responsible party		Company name	
Address		Telephone number	
Job contact signature		Email address	
Field contact person		Telephone number	

Owner name/ title		Telephone number	
Address		Email address	
Owner signature		Date	

Application received by:	Fee due \$992	Approved by (Inspector signature):
		Temporary Occupancy Expiration Date:
Reviewed for compliance by:		Notified via:
		Date: