



## **Application Requirements for a Temporary Certificate of Occupancy (TCO)**

TCO applications will only be considered after all required Final inspections have been resulted and the areas for which occupancy is being sought are deemed to be safe to occupy and use.

- TCO applications must be accompanied with a cover letter on company letterhead that is signed by both the contractor and the business or building owner
- Cover letters shall include a summary of the project status, reason TCO is being requested and explicitly state that the applicant agrees to pursue the resolution of all outstanding issues to the full satisfaction of the City in a timely manner AND if for any reason they are unable to do so, prior to the expiration of the TCO being requested, they will vacate the premises and terminate its use until occupancy is once again authorized in writing by the city.
- When applicable all City development-related agreements must be executed, recorded and final for the areas a TCO is being requested. All stakeholders with an active prior to final condition in the permit record will be asked to review TCO applications and approve of the building division granting any request for occupancy
- All work including, but not limited to Electrical, Plumbing, and Mechanical systems within and / or serving areas occupancy is being requested must be City staff inspected and approved.
- All life safety systems including, but not limited to fire rated assemblies, exit routes, exit paths, exit doors, exit signage, emergency egress lighting, fire extinguishers, fire alarm, fire sprinkler and suppression systems, exterior building numbering and exterior lighting serving the areas occupancy is being requested must be City staff inspected and approved.
- All accessibility requirements including, but not limited to parking, restrooms, routes throughout the proposed occupied spaces and from the public right of way must be City staff inspected and approved.
- An architect or engineer stamped set of plans depicting: the area and scope of the TCO, all required egress paths, areas still under construction, and measures to ensure the safe separation of occupied and unoccupied areas may be required when the TCO being requested is associated with a phased occupancy or otherwise deemed necessary to clearly define the TCO scope.

- Food service establishments must have final approval by the Santa Clara County Department of Environmental Health, Consumer Protection Division, Food Safety Program prior to serving the public
- TCO applications may be considered for furnishing installations, staff training and/ or orientation, prior to public access.
- TCO applications for phased projects require a previously approved phased occupancy permit (POP). POPs are issued by the SCFD. Contact the Fire department directly for information and timelines associated with a POP application.
- Phased projects require measures such as walls and fencing be in place to ensure separation of all occupied spaces and ongoing construction activity, deliveries, staging, vehicular circulation and access to the public right of way at all times.
- TCO applications for phased projects must include the phase being requested, i.e. phase X of Y, effective date of any previous TCO approvals and be consistent with phases identified in the approved POP
- A TCO will not be considered for the final phase of a phased project. All department inspections and holds must be completed and a C of O will be issued for occupancy at the completion of the final phase of phased projects
- Approved TCO cannot be modified. A new TCO application must be made for any changes or extensions to an approved TCO
- Failure to comply with the terms of an approved TCO may result in the revocation of any approved occupancy

## **Procedure to apply for a TCO:**

- Schedule all required Final inspections for areas of occupancy being sought
- Submit completed application electronically via ACA with required signatures, cover letter and copies of POP documents/plans when applicable
- Pay the non-refundable application fee

# Application for Temporary Certificate of Occupancy

**Permit Number(s):**

**Project Address:**

**Date Received:**

**Effective dates TCO approval is being requested for:**

**Area of Work (Select One):**

Full

Partial

Phase #:

The undersigned is applying for a TCO described in this application subject to the Building Official's approval.

The undersigned acknowledges that a request to extend a TCO must be submitted in writing along with the current TCO fee, no fewer than 5 business days before the expiration date of the TCO, and that any previous TCO application or extension approvals do not guarantee subsequent requests will be approved.

The undersigned agrees to pursue issuance of a final Certificate of Occupancy as soon as possible. If for any reason a final Certificate of Occupancy has not been issued or an extension of the TCO granted prior to its expiration date, any occupancy allowed by this TCO shall cease and the premises is to be vacated no later than the expiration date and until a valid Certificate of Occupancy is issued

The undersigned further acknowledges that to use or occupancy of buildings and structures without a valid TCO or a final Certificate of Occupancy is a violation and subject to administrative fines up to \$1000 per day.

**Job contact person/responsible party:**

**Company name:**

**Address:**

**Telephone number:**

**Job contact signature:**

**Email address:**

Application requirements for a Temporary Certificate of Occupancy (TCO),  
Last Revised 03/05/2026.

**Field contact person:**

**Telephone number:**

**Owner name/title:**

**Telephone Number:**

**Address:**

**Email Address:**

**Owner Signature:**

**Date:**

**Application received by:**

**Fees due per current fee schedule:**

**Approved by (Inspector signature):**

**Temporary Occupancy Expiration Date:**

**Reviewed by:**

**Notified via:**

**Date:**

## **Contact Information**

**Permit Center:** 408-615-2420 | **Email:** [permitcenter@santaclaraca.gov](mailto:permitcenter@santaclaraca.gov)

**Building Division:** 408-615-2440 | **Email:** [building@santaclaraca.gov](mailto:building@santaclaraca.gov)