

A building or structure shall not be occupied until a Temporary Certificate of Occupancy (TCO) or a permanent Certificate of Occupancy (C of O) has been issued, in accordance with the 2024 International Building Code (IBC) Section 111.3 and 2024 International Residential Code (IRC) Section R110, as adopted and amended by the City, and all other applicable City codes, ordinances, and approved plans.

A TCO may be issued at the sole discretion of the Chief Building Official (CBO) when a building, or portion thereof, can be safely occupied prior to full completion of the work covered by the permit. The TCO shall identify the specific areas approved for occupancy and any required conditions or limitations. Occupied areas shall be separated from construction areas and maintained in a safe and code-compliant condition. Issuance of a TCO does not constitute final approval or acceptance of the work and does not create any vested right to continue occupancy.

VALIDITY, DURATION, AND FEES

A TCO is valid only for the period granted:

- **Initial Issuance** (1–180 days): 3% of the Building Permit Fee
- **Second Issuance** (181–360 days): 6% of the Building Permit Fee
- **Third Issuance** (361–540 days): 9% of the Building Permit Fee

Each issuance is valid for a **maximum of 180 days** unless an extension is approved by the Chief Building Official.

If a TCO expires, or if approved conditions are not maintained, the TCO shall become void, and occupancy shall cease immediately. The CBO may suspend or revoke a TCO at any time, with or without notice, for noncompliance with applicable codes, ordinances, approved plans, or conditions.

A \$150 processing and printing fee applies in addition to the issuance fee.

LIFE SAFETY REQUIREMENTS

- A TCO shall not be issued unless the portion of the building approved for occupancy complies with the applicable provisions of the adopted codes necessary to ensure safe occupancy, as determined by the CBO, including:
 - Fire protection systems and means of egress
 - Structural safety of occupied areas
 - Required accessibility, sanitation, and utilities
 - Lighting and weather protection
 - Separation and protection from adjacent construction areas

Required systems shall be operational or otherwise approved by the CBO and maintained for the duration of the TCO. All conditions and limitations of the TCO shall be complied with and always maintained.

MINIMUM REQUIREMENTS FOR TCO APPROVAL

The following inspections and approvals must be completed prior to requesting a TCO. All required sign-offs must be provided on the reverse side of this form. **Note: Building Services shall be the final department to review and sign.**

<p>ENGINEERING APPROVAL (Temporary On-Site/Off-Site) Contact the assigned Engineering Inspector</p>	<p>FIRE & MEDICAL APPROVAL (Site and Occupiable Area) (623) 333-6020</p>
<p>BUILDING & PLANNING INSPECTIONS To schedule inspections or obtain results, text (833) 324-1348</p> <p> “SCHEDULE” - Schedule an inspection “CANCEL” - Cancel an inspection </p> <p> “RESCHEDULE” - Reschedule an inspection “RESULTS” - Obtain inspection results </p> <p>INSPECTION CODES ARE AVAILABLE IN THE SELECTXT BROCHURE</p> <p>INSPECTION HOURS: MONDAY – THURSDAY, 7:00 AM - 4:00 PM NEXT BUSINESS DAY REQUESTS: MUST BE SUBMITTED PRIOR TO 3:00 PM</p>	

FINAL PROCESSING

- All required departmental approvals shall be completed prior to submittal
- The permit holder shall be solely responsible for maintaining all approved conditions and completing remaining work
- TCO fees shall be paid after submittal of the completed sign-off sheet
- Occupancy is permitted only after issuance of the TCO by the CBO
- Occupancy under a TCO is at the sole risk of the permit holder

Temporary Certificate of Occupancy (TCO) sign-off can be found on the back of this page.



TEMPORARY CERTIFICATE OF OCCUPANCY
(TCO) SIGN-OFF SHEET
TCO ONLY

BUILDING PERMIT NO.	PROJECT NAME	PROJECT ADDRESS / APN
DEPARTMENT	SIGN-OFF	NOTES/CONDITIONS
PLANNING	PRINT NAME:	
	DATE:	
ENGINEERING	PRINT NAME:	
	DATE:	
FIRE & MEDICAL	PRINT NAME:	
	DATE:	
BUILDING SERVICES (Will be the last to review and sign)	PRINT NAME:	
	DATE:	