City of Elk Grove

Development Services • 8401 Laguna Palms Way • Phone (916) 478-2235 •

Building Safety & Inspection Elk Grove, California 95758

478-2235 • <u>Bldonline@elkgrovecity.org</u>

www.elkgrovecity.org



Request for Temporary Certificate of Occupancy

A Temporary Certificate of Occupancy (TCO) can be requested when the applicant would like to have a portion or phase of a project occupied before the entire project is complete. TCO's may be granted for various levels of occupancies:

- Request for full occupancy of a building project to be open to the public or a phase of the project to be opened to the public.
- Stocking only, as in office furniture and supplies
- Stocking and training of employees/ list number of employees

There is a fee of \$125.00 for the issuance of a TCO. Once the TCO application has been received, applicants should allow up to 2 business days for the application to be processed.

Prior to submitting a request for a TCO, applicants must verify, and schedule all required inspections for each inspection discipline in the areas or portions of the project specified within the TCO. For an inspector to approve a TCO, the specified project areas must be deemed safe and in compliance with the minimum requirements of the code and approved plans.

When requesting a TCO, applicants will be required to have all required inspection disciplines granting approval for the type of occupancy being requested. This may include CCSD Fire, Planning, and if applicable, Sacramento County Environmental Health. For Larger projects with offsite conditions, other agencies such as Development Engineering or Public Works will also need to grant their approval for TCO's.

Please complete this form to request a temporary certificate of occupancy. Please type or print clearly.

Project Address:	Permit #:		
Project/Business Name:			_
Applicant Name:	Email:		
Phone #:	Signatu	ıre:	Date:
Reason for Temporary Occup	ancy request: (Check one that applies)		
First Request:	Renewal: (for	expired TCO) Extension	n: (existing TCO)
Please specify in the request the type of occupancy requested. (Exp. Partial occupancy of a specific area or full occupancy)			
Approval Type	Email	Address	Approval signature/date
Building (916) 478-2235	bldonline@elkgrovecity.org	8401 Laguna Palms Way	N/A completed once TCO issued
CCSD Fire (916) 405-7100	yourcsd.com/471/Fire-Prevention-Division	10573 E Stockton Blvd	
Planning (916) 478-2265	planner@elkgrovecity.org	8401 Laguna Palms Way	
Engineering (916) 627-3436	dengineering@elkgrovecity.org	8401 Laguna Palms Way	
Sac Co Env Health (916) 875-8484	EMDinfo@saccounty.net	11080 White Rock, Rancho Cordova	
Reviewed by:			
Reason for denial:			
Approval:			
Please contact Sarah Sandoval for the Temp C of O certificate once all approvals have been met Email; ssandoval@elkgrovecity.org or 916-478-3629			

Flow chart for TCO process TCO Form Request submitted to the **Building Division** Applicant schedules a TCO building inspection-must email Sarah Sandoval at ssandoval@elkgrovecity.org TCO Request sent to all required departments via email from permit processing coordinator. Corrections and conditions provided No corrections from the Building Division back to processing coordinator. Processing coordinator provides comments back to applicant. All other department approvals provided. With or without minor conditions with approval to TCO has major conditions and move forward with TCO corrections/ TCO denied. Applicant to clear all division(s) conditions and reschedule required inspections. TCO Fee paid and TCO issued to applicant. Applicant to request another TCO inspection/email Sarah Sandoval.