



CITY OF OCEANSIDE

Building Division
300 N Coast Highway
Oceanside, CA 92054
760-435-4373
www.ci.oceanside.ca.us

Codes 2022

1/1/23-12/31/25
Effective Date

APPLICATION FOR TEMPORARY CERTIFICATE OF OCCUPANCY (TCO) (See IB 134 and back of this form for additional info.)

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 \$255.47 for any request to extend the time of this TCO. I understand that fees are non-refundable if this application is denied. Additional hourly fees may apply. Extension requests are not guaranteed to be approved.

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. I am fully aware that occupancy and utility services can be revoked by the Building Official if the TCO expires or a safety issue arises.

PART I: TO BE COMPLETED BY THE APPLICANT

REASON FOR REQUEST: Type of Occupancy: Full Occupancy Stocking Only Training Only
 Portion of the Building _____

What is preventing a final sign-off? _____

How long will the TCO be needed? _____

PART II: TO BE COMPLETED AND SIGNED IN THE PRESENCE OF BUILDING DIVISION STAFF

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

Printed Name of Applicant/Permit Holder

Signature of Applicant/Permit Holder

Date

Telephone

Email

Address



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Other Notes:

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 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 TCOs:


- **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 for Initial 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) may be required as part of the application. Please communicate and work closely with your field inspectors regarding the desire for a TCO to avoid time delays.

Step 2: Application and Payment

After the Building Inspector approves the Initial 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. Separate inspections must be scheduled directly with each department and division as listed on the inspection job card.

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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 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 and complete floor plan to identify the area(s) requested, demonstrate how separation of public from construction will occur and be maintained, including access to and 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 for TCO Consideration.