



## Temporary Certificate of Occupancy (TCO) Process (CD-B350)

A Temporary Certificate of Occupancy (TCO) may be issued in instances where the Fire and Life Safety requirements are met for a portion (or individual building permit) of a project, however construction has not been completed and/or met all Conditions of Approval from the entitlements. TCOs are issued on a case-by-case basis and rely heavily on the sequencing of the project. No matter if a TCO or a Certificate of Occupancy (CO) is requested, all Departments are required to sign off prior to issuance of either. The departments are:

### Certificate of Occupancy Inspections and timelines:

Engineering	883	<a href="mailto:sbrown@folsom.ca.us">sbrown@folsom.ca.us</a>	Allow 2-3 days
Planning	885	<a href="mailto:planningepc@folsom.ca.us">planningepc@folsom.ca.us</a>	Allow 2-3 days
Arborist	887	<a href="mailto:arborist@folsom.ca.us">arborist@folsom.ca.us</a>	Allow 2-3 days
Fire	891	<a href="mailto:mtledo@folsom.ca.us">mtledo@folsom.ca.us</a>	Allow 2-3 days
County Health	893	Contact your Building Inspector	Next day inspection
Landscape & Lighting	895	<a href="mailto:PRDept@folsom.ca.us">PRDept@folsom.ca.us</a>	Allow 5 days
Water Quality	899	<a href="mailto:ewradmin@folsom.ca.us">ewradmin@folsom.ca.us</a>	Allow 5 days
Building (TCO)	901	Contact your Building Inspector	Next day inspection

It is encouraged to speak to your Building Inspector early on regarding the TCO and CO process to mitigate any delays and fully understand the process. Additionally, some departments are not available for next-day inspections or may need additional documentation prior to signing off on a TCO or CO.

### TCO Process:

1. Speak to your Building Inspector regarding the feasibility of a TCO.
2. Provide to your Building Inspector the following documentation:
  - a. Letter requesting a TCO outlining the following:
    - i. Purpose of the TCO (i.e. moving in residents, showing apartments to the public, furniture move-in only, etc.)
    - ii. Parameters to ensure Fire and Life Safety requirements for the duration of construction (i.e. fencing/netting, temporary accessible walkways, emergency vehicle access aisles, lighting, etc.)
    - iii. Anticipated date for a CO (i.e. when the entire project is anticipated to be completed)
  - b. Phasing Plan of the entire site identifying the following:
    - i. Building(s) and walkways with public access showing logical points of termi
    - ii. Safety fencing and barrier locations around active construction zones
    - iii. Emergency Vehicle Access aisles
    - iv. Accessible parking
    - v. Construction staging areas
    - vi. Additional phasing plans for future work if necessary
3. Approved Phasing Plan and Letter are signed by the CBO and uploaded into eTRAKiT. Your Building Inspector will notify you when the Phasing Plan is approved. If it is not approved, your Building Inspector will provide a list of additional items required. The approval of a Phasing Plan is not approval of a TCO. The Phasing Plan addresses how Fire and Life Safety requirements will be met as construction continues onsite.
4. TCO (Phasing Plan) fee is entered into eTRAKiT and is required to be paid prior to scheduling the TCO Inspection with your Building Inspector. This fee can be paid online or in person via check, cash, or credit card. Once paid, notify your Building Inspector to allow inspections to be scheduled.
5. COO Inspections can be scheduled for the individual Departments. PLEASE ADD A NOTE AT SCHEDULING THAT A TCO IS BEING REQUESTED.
6. Departments will perform the inspection and result it in eTRAKiT:
  - a. PASS - The Department has passed the COO Inspection and are not requiring another inspection prior to CO
  - b. TCO – The Department takes no issue with the TCO request, but will require another inspection prior to CO.
  - c. FAIL – The Department has corrections in eTRAKiT that need to be addressed prior to issuing the TCO

7. Once all Departments have TCO or PASS the inspections, schedule the 901 TEMPORARY C OF O Inspection once all departments have signed off and outstanding fees have been paid
8. Your Building Inspector will perform the 901 inspection and issue the TCO. The expiration date on the permit will be updated to reflect the anticipated CO date.
9. Once ready for CO, schedule COO Inspections with all Departments that resulted the inspections as TCO.
10. Once all departments PASS the inspections, schedule your 900 series Final Building Inspection.

#### **Items Required for TCO – Typical Apartment Complex\***

**Phasing Plan\*\*** – The Phasing Plan shall indicate which portion of the site is closed for continued construction and which portion is open to the parameters outlined in the TCO (ex: staff, public, residents, etc.). Items required for the Phasing Plan include:

- a. Fencing locations ensuring site safety from construction scaffolding, lifts, roofing, rooftop HVAC units, or material storage areas
- b. Required signage showing construction access path and areas closed to construction (i.e. public spaces)
- c. Accessible walkways and path of travel for the proposed phase of construction
- d. Indicate any amenities to be open and accessible such as a clubhouse, mailroom, trash enclosures, pool, and dog park/playground
- e. Access to the public right-of-way via pedestrian walkway and motor vehicle path
- f. Fire access for the entire site including access to construction zones, turning areas, and secondary site access.

**TCO Letter** – A letter addressed to the city shall be provided indicating the construction sequencing and schedule for full Occupancy. The letter shall include the following:

- a. Who will utilize the space the TCO is requested for (i.e. employees, public, residents, etc.)
- b. Usage of the space once TCO is issued prior to full CO
- c. List of any items not completed and anticipated date of completion
- d. If the project is phased, provide information for the next anticipated phase and its impact on the current phasing plan
- e. Indicate all requirements of the following items have been completed for the proposed TCO area including:
  - Fire - Knox box, fire alarm/sprinkler system, extinguishers, addressing, EVA site improvements as required
  - Accessibility - truncated domes, signage, ramps, handrails, egress, accessible parking, restrooms, and logical points of termi
  - Life Safety – Egress to public right of way, door hardware, emergency lighting and signage, permanent utilities

#### **Items Required for TCO – Commercial Building\***

**Phasing Plan\*\*** – The Phasing Plan shall indicate which portion of the building is closed for continued construction and which portion is open to the parameters outlined in the TCO (ex: staff, public, residents, etc.). Items required for the Phasing Plan include:

- g. Fencing locations ensuring site safety from construction scaffolding, lifts, or material storage areas
- h. Required signage showing construction and egress path if different from approved plan
- i. Accessible walkways and path of travel for occupants
- j. Access to the public right-of-way via pedestrian walkway and motor vehicle path
- k. Fire access for the entire building including access to construction zones

**TCO Letter** – A letter addressed to the city shall be provided indicating the construction sequencing and schedule for full Occupancy. The letter shall include the following:

- f. Who will utilize the space the TCO is requested for (i.e. employees, public, residents, etc.)
- g. Usage of the space once TCO is issued prior to full CO
- h. List of any items not completed and anticipated date of completion
- i. Indicate all requirements of the following items have been completed for the proposed TCO area including:
  - Fire - Knox box, fire alarm/sprinkler system, extinguishers, addressing, EVA site improvements as required
  - Accessibility - truncated domes, ramps, handrails, egress, accessible parking, restrooms, and logical points of termini
  - Life Safety – Egress to public right of way, door hardware, emergency lighting and signage, permanent utilities

\*NOTE: The items above are required to be completed to ensure all Fire and Life Safety requirements are met, however, **THIS LIST DOES NOT INCLUDE ALL ITEMS FOR ISSUANCE OF A TCO.** During the COO Inspection, some additional information may be required to ensure the project is progressing in a safe and timely manner. This may include items such as certain fees being paid, landscaping provided in certain areas, additional signage, or site improvements in certain locations.

\*\*NOTE: Phasing Plans do not outline all requirements for a TCO. The purpose of a Phasing Plan is to show that the site will be safe for the duration of the project and all Fire and Life Safety requirements are met for the portion of the project open to the public.