

ANAHEIM



BUILDING DIVISION

## Temporary Certificate of Occupancy (TCO) Consideration

If your project will need to be occupied before the approval of the final inspection, you may apply for a Temporary Certificate of Occupancy (TCO) with the City of Anaheim Building Division. TCOs are granted on a case-by-case basis and the following items are required:

- Approval to apply for TCO must be obtained by your Building Inspector prior to submitting your application.
- Upon submittal of the TCO application, a fee of \$407.69 will need to be paid in person at the City of Anaheim's Building Division permit counter.
- On the application, the requestor will indicate what type of occupancy is being requested (e.g. full occupancy for complete use/access or stocking & training only), what items remain that are preventing a final sign-off for the project and how long the TCO will be needed (1 month, 2 months, etc.).
- If you are requesting that only a portion of the building be occupied, please include a floor plan showing the entire floor area, and clearly identify which areas are being requested for occupancy, where barricades will be located, what type of barricades will be utilized including any material specifications (fire separations, for example) and egress paths of travel, if necessary.
- Once we have accepted your request and processed payment, an onsite inspection will be scheduled with your assigned Building Inspector. In addition, a request for TCO approval will be sent to all other City Departments involved with your project. .
- Once **all** City departmental approvals have been received, a TCO will be issued for the period of time you requested.

**(Please note that since multiple City Department approvals are required, this process may take approximately 5 business days to complete. Please plan/schedule accordingly between submittal of your request and the desired TCO date).**