



DEVELOPMENT SERVICES – BUILDING INSPECTION

**SUBMITTAL GUIDELINES:  
TEMPORARY CERTIFICATE OF OCCUPANCY FOR MULTI-FAMILY,  
TENANT IMPROVEMENT, AND COMMERCIAL PROJECTS**

**KEYPOINTS**

- ❖ Per PAMC Section 16.04.090, for the purpose of temporary occupancy, failure to progress a project to the next level of required inspection shall be deemed to be suspension of the work and the permit will expire.
- ❖ No furniture or stock shall be moved in. No tenant employees shall occupy the building until inspection approval of the temporary occupancy is granted.

**PROJECT INFORMATION**

Building Permit Number: \_\_\_\_\_

Jobsite Address: \_\_\_\_\_

Date of Proposed Occupancy: \_\_\_\_\_

THIS SECTION FOR OFFICE USE ONLY	
Received Stamp	Approval Stamp

(Please proceed to the next page for instructions and TCO application.)

**INSTRUCTIONS**

Prior to requesting temporary certificate of occupancy, please make sure that the following have been achieved.

- Construction and debris (C&D) approval has been granted.
- Green Building Final inspection has taken place and approved. The inspector must indicate the remaining items and support the issuance of a TCO. See all requirements on your GB-1 sheet.
- Fire, Planning, Public Works, and other departments have provided Final Approval or TCO inspections (as applicable).
- All project-specific items in the Conditions of Approval (COAs) sheets have been completed and confirmed by the appropriate department.
- All plan revisions and deferred submittals have been submitted, reviewed, and approved by all applicable departments.
- Confirm that all survey letters, engineer of record (EOR) letters, and special inspection (SI) reports have been provided to the city. If they have not been provided to the City of Palo Alto, please email them to the following address: [SpecialInspectionReports@CityofPaloAlto.org](mailto:SpecialInspectionReports@CityofPaloAlto.org)
- The tenant area, proposed to be occupied, shall be completed to a level meeting all occupancy related code requirements. Among other things, this means that all accessibility requirements for building access, common areas, and occupied areas are completed.

**TCO APPLICATION****1. REMAINING CONSTRUCTION ITEMS**

Use the attached sheet to complete an itemized list showing the extent of construction that will remain at the time of proposed occupancy. Also include an estimate of the time period needed to complete remaining items.

**2. FINAL AFFIDAVITS, LETTERS, AND REPORTS**

Provide the date when the letter/report was submitted or select "Not Applicable."

<b>AGENCY</b>	<b>DATE SUBMITTED</b>	<b>NOT APPLICABLE</b>
Special Inspection Final Affidavit		<input type="checkbox"/>
Survey letter (Setbacks)		<input type="checkbox"/>
Engineer of Record final report		<input type="checkbox"/>
3 <sup>rd</sup> -party Energy reports (CALCTP)		<input type="checkbox"/>
3 <sup>rd</sup> -party backflow preventer cert.		<input type="checkbox"/>
3 <sup>rd</sup> -party air balance report		<input type="checkbox"/>
3 <sup>rd</sup> -party electrical test*		<input type="checkbox"/>

\* Ground-fault protection system performance test (CEC 230.95(C))

**3. APPROVALS FROM OTHER DEPARTMENTS**

Provide the date when the approval was granted or select "Not Applicable."

DEPARTMENT	FINAL APPROVAL DATE	TCO APPROVAL DATE	NOT APPLICABLE
Fire			<input type="checkbox"/>
Planning			<input type="checkbox"/>
Public Works			<input type="checkbox"/>
Environmental Compliance			<input type="checkbox"/>
Urban Forestry/MWELo			<input type="checkbox"/>
County Health Department			<input type="checkbox"/>
PW Zero Waste			<input type="checkbox"/>
CPA Utilities			<input type="checkbox"/>
Regional Water Quality			<input type="checkbox"/>
Regional Air Quality			<input type="checkbox"/>
Other:			<input type="checkbox"/>
Other:			<input type="checkbox"/>

**4. BUILDING DEPARTMENT**

Provide the date when the approval was granted or select "Not Applicable."

SPECIALIST	FINAL APPROVAL DATE	TCO APPROVAL DATE	NOT APPLICABLE
Accessibility			<input type="checkbox"/>
Green Building			<input type="checkbox"/>

**5. REVISIONS AND DEFERRED SUBMITTALS**

Use the attached sheet to complete an itemized list of all plan revisions and deferred submittals. They must have been submitted, reviewed, and approved by the City of Palo Alto prior to requesting TCO.

(See the pages that follow for additional required information.)

## 6. PHASED OCCUPANCY

It is sometimes desirable or necessary to phase the completion of large-scale or complicated multi-family and commercial projects on an area-by-area basis, where each phase is completed prior to work being done on another phase. Will this project require a phased occupancy?

Yes

**IMPORTANT:**

- The phasing plan must show a fully detailed plot plan and building plan including all floors detailing the information below in the *Phasing Plan Requirements*.
- Make sure to attach the phasing plan or your TCO request will not be processed.
- Approval of the phasing plan is required prior to a request for an inspection based on such plan. At the time of inspection, compliance shall be verified by the Building Inspector.

Not Applicable

### PHASING PLAN REQUIREMENTS

#### FIRE

- Areas with fire sprinklers/location of fire hydrants/stand pipes
- Fire alarm systems/Knox boxes
- Fire Department access routes

#### EXITING

- Egress/path of travel (e.g., how the areas are to be phased and how the required exiting system for each phase is to be maintained and all other pertinent information)
- Accessible Route
- Exits
- Elevators (if applicable)
- Directional signage

#### SEPARATION

- Rated corridors/Area separation walls
- All phase boundaries are shown on the plans and they are clearly identified

#### CONSTRUCTION STAGING AREAS

- All construction areas are shown on the plans. The staging areas must be kept separate from the required parking areas, required entrances, and exits of the complete phases/occupied areas.
- Access to and within the completed phase as separated from the construction areas so that occupants of the building are not required to be in or go through the construction areas.
- Show how the effects of sound and dust shall be mitigated.

#### PARKING

- Construction/Public parking

#### SERVICES

- Gas/Electrical services

**7. ACKNOWLEDGEMENT AND CONFIRMATION OF COMPLIANCE**

We understand and agree that the City of Palo Alto reserves the right to issue citations if any portion of the structure is occupied prior to approval and may be subject to code enforcement compliance and citations.

**8. CONTACT INFORMATION**

**TENANT**

Name:

Address:

Email Address:

Phone Number:

Signature:

**CONTRACTOR**

Name:

Address:

Email Address:

Phone Number:

Signature:

**OWNER**

Name:

Address:

Email Address:

Phone Number:

Signature:

**9. ENCLOSED PAYMENT**

Please check with the staff at the Development Services Center for the latest fee schedule. Alternatively, you can verify the latest fee schedule [online](#).

**10. REMAINING CONSTRUCTION ITEMS LIST**

ITEM	DESCRIPTION OF WORK	COMPLETION DATE
1		
2		
3		
4		
5		
6		
7		
8		
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11		
12		
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14		
15		
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17		
18		
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**11. REVISIONS (S) AND DEFERRED SUBMITTALS (DS) LIST**

ITEM	R	DS	REV. NUMBER (EX. 18REV-XXXXX)	DESCRIPTION	DATED ISSUED
1					
2					
3					
4					
5					