



# City of Santa Barbara

## Community Development Department

www.SantaBarbaraCA.gov

### TEMPORARY CERTIFICATE OF OCCUPANCY

A Temporary Certificate of Occupancy (TCO) enables occupancy or partial occupancy of a building before the building project is completed. A TCO may be granted for a reasonable timeframe if the Building Official finds that no substantial hazard or discrimination will result from such occupancy. Each TCO request is evaluated on a case-by-case basis.

Director's Office  
 Tel: 805.564.5502  
 Fax: 805.564.5506

#### HOW TO APPLY

Administration, Housing &

Human Services  
 Tel: 805.564.5461  
 Fax: 805.564.5477

Building & Safety  
 Tel: 805.564.5485  
 Fax: 805.564.5476

Planning  
 Tel: 805.564.5470  
 Fax: 805.564.5477

Rental Housing  
 Mediation Task Force  
 Tel: 805.564.5420  
 Fax: 805.564.5477

630 Garden Street  
 PO Box 1990  
 Santa Barbara, CA  
 93102-1990

<ul style="list-style-type: none"> <li>Before you begin</li> </ul>	<p>All required final inspections must have been attempted, although not necessarily passed, before you can apply for a Temporary Certificate of Occupancy.</p>
<ul style="list-style-type: none"> <li>Write a <b>Request Letter</b> as outlined here.  <i>SEE EXAMPLE ON BACK</i></li> </ul>	<p>Use your company's official letterhead. The letter must include:</p> <ol style="list-style-type: none"> <li>Business name and address of the project.</li> <li>Building Permit Number.</li> <li>Proposed Effective Date and Ending Date for the TCO.</li> <li>The reason for needing occupancy prior to obtaining final inspection.</li> <li>Itemized status of all inspections and deferred submittals that have not been completed or approved.</li> <li>Signatures of both Business/Property Owner and Construction Company.</li> <li>Email address to which the approval/denial will be sent.</li> </ol>
<ul style="list-style-type: none"> <li>Submit your letter (not a copy), copies of the permit documents and the \$985 TCO Fee in person to:</li> </ul>	<p style="text-align: center;">Building &amp; Safety Division        City of Santa Barbara        630 Garden St.        Santa Barbara, CA 93101</p>
<ul style="list-style-type: none"> <li>How long will it take to process my request?</li> </ul>	<p>Requests are typically processed in one to three business days from date received. If approved, the TCO request letter will be endorsed and a copy will be emailed to the applicant. The endorsed letter constitutes a Temporary Certificate of Occupancy. No occupancy of the building may occur until authorized by the Building &amp; Safety Division and a copy of the endorsed letter is available at the site.</p>
<ul style="list-style-type: none"> <li>What if all inspections are approved except Building?</li> </ul>	<p>If the Fire Department has signed the Fire Final on the permit card and all other final inspections are approved, <u>then your Building Inspector has the authority to grant temporary occupancy.</u> Follow these steps:</p> <ul style="list-style-type: none"> <li>Call the Building Inspector (805-564-5492) and request an inspection for temporary occupancy.</li> <li>Provide the Inspector with a Request Letter as described in this bulletin. If approved, the inspector will identify the requirements and limitations applicable to your TCO on the correction notice and give you a copy. The inspector will handle processing of your Request Letter at the Building Permit Counter.</li> </ul>

## Temporary Certificate of Occupancy Request

Business Name (if applicable):	Street Address
City, State and Postal Code	Phone Number

Date:

Attn:  
 Building & Safety Division  
 City of Santa Barbara  
 630 Garden St.  
 Santa Barbara, CA 93101

Re: REQUEST FOR TEMPORARY CERTIFICATE OF OCCUPANCY

Business Name (if applicable):	Building Permit #:
Address:	

We request that Temporary Occupancy be granted at the above business location to be effect on \_\_\_\_\_ (Effective Date) and expiring at 12:00 noon on \_\_\_\_\_ (Ending Date).

The reason we need Temporary Occupancy is \_\_\_\_\_  
 \_\_\_\_\_.

We acknowledge that the following list of items is yet to be completed or corrected:

Building Items	Electrical Items
1.	1.
2.	2.
3.	3.
Plumbing/Mechanical Items	Other Items
1.	1.
2.	2.
3.	3.

Before the Temporary Certificate of Occupancy expires, we will schedule inspections for items in the above list so as to resolve these to the satisfaction of inspectors in both the Building & Safety Division and Fire Department. If we fail to comply by the expiration date, we will cease all occupancy and vacate the premises until the building is in full compliance.

\_\_\_\_\_  
 SIGNATURE – Business/Property Owner

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 SIGNATURE – Construction Company Representative

\_\_\_\_\_  
 Date

Print Name:	Print Name:
Title:	Title:
Business Name:	Business Name:
Phone:	Phone:
Email:	Email: