



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"> • Before you begin 	<p>All required final inspections must have been attempted, although not necessarily passed, before you can apply for temporary occupancy</p>
<ul style="list-style-type: none"> • Write a Request Letter as outlined here. <p><i>SEE EXAMPLE ON BACK</i></p> <ul style="list-style-type: none"> • Provide copies of all permits, inspection cards (both sides), and permit review documents. <p>Failure to include all documents will delay the processing of your request</p>	<p>Use your company's official letterhead. The letter must include:</p> <ol style="list-style-type: none"> 1. Business name and address of the project. 2. Building Permit Number. 3. Proposed Effective Date and Ending Date for the TCO. 4. The reason for needing occupancy prior to obtaining final inspection. 5. Itemized status of all inspections and deferred submittals that have not been completed or approved. 6. Include the stipulations as explained in the sidebar and shown in the example letter. 7. Signatures of both Business Owner and Construction Company. 8. Email address to which the approval/denial will be sent. <p>Include copies of:</p> <ul style="list-style-type: none"> • Building permit, any sub-trade permits (plumbing/mechanical/electrical), any permits associated with the building shell. • Any inspection notices (sub-trades or Fire Inspections: Fire Sprinkler and Fire Alarm. • If the project will be phased, you must also provide a plan for exiting, accessibility, emergency lighting, and barricades. • City of Santa Barbara Fire Department permit with final inspection obtained.
<ul style="list-style-type: none"> • Submit your letter (not a copy) and copies of the permit documents in person to: 	<p style="text-align: center;">Building & Safety Division City of Santa Barbara 630 Garden St. Santa Barbara, CA 93101</p>
<ul style="list-style-type: none"> • How long will it take to process my request? 	<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 & Safety Division and a copy of the endorsed letter is available at the site.</p>
<ul style="list-style-type: none"> • What if all inspections are approved except Building? 	<p>If the Fire Department has signed the Fire Final on the permit card and all other final inspections are approved, <u>then you Building Inspector has authority to grant temporary occupancy.</u> Follow these steps:</p> <ul style="list-style-type: none"> • Call the Field Coordinator (phone number on inspection slip) and request an inspection for temporary occupancy. • 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 TOC on the inspection slip and give you a copy. The inspector will handle processing of your Request Letter at Building Permit Counter.

Temporary Certificate of Occupancy

EXAMPLE REQUEST LETTER SHOWING REQUIRED INFORMATION *Letter must be on company letterhead*

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:	Building Permit #:
Address:	Plan Check #:

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 Owner

Date

SIGNATURE – Construction Company Representative

Date

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