



## TEMPORARY CERTIFICATE OF OCCUPANCY INSTRUCTIONS

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

### Building & Safety

Tel: 805.564.5485

Fax: 805.564.5476

### Housing &

#### Redevelopment

Tel: 805.564.5461

Fax: 805.564.5477

### Planning

Tel: 805.564.5470

Fax: 805.897.1904

### Rental Housing

#### Mediation Task Force

Tel: 805.564.5420

Fax: 805.564.5477

630 Garden Street

PO Box 1990

Santa Barbara, CA

93102-1990

### HOW TO APPLY

#### 1. Before you begin

All required final inspections must have been attempted, although not necessarily passed, before you can apply for a Temporary Certificate of Occupancy.

#### 2. Official TCO Form

#### Fill out attached Official TCO form per instructions

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. Signatures of both Business/Property Owner and Construction Company.
7. Email address to which the approval/denial will be sent.

#### 3. Additional Inspection Requirements:

If the Fire Department has signed the Fire Final on the permit card and all other final inspections are approved, then your Building Inspector has the authority to grant temporary occupancy. **Follow these steps:**

- Request an inspection for temporary occupancy with a Building Inspector.
- Provide the Inspector with an **Official TCO Form** completed as described in **step 2 of** this bulletin **at time of inspection**. If approved, the inspector will identify the requirements and limitations applicable to your TCO on a correction notice and give you a copy. If the inspector approves the TCO, they will input into City Permit records.

4. You can submit your TCO form and a fee of \$1,135.00 by mail or by dropping it off to Building & Safety Division at 630 Garden Street, Santa Barbara, CA 93101

For expedited service, please **fax** the completed TCO form along with a completed Fee Payment Form (linked below) to fax number **(805) 564-5476**

#### [Fee Payment Form](#)

5. 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 TCO (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.