



## TEMPORARY CERTIFICATE OF OCCUPANCY FORM (TCO) (COMMERCIAL PROJECTS ONLY)

COMMUNITY DEVELOPMENT DEPARTMENT • BUILDING DIVISION

10300 TORRE AVENUE • CUPERTINO, CA 95014-3255

(408) 777-3228 • [building@cupertino.gov](mailto:building@cupertino.gov)

|                                 |        |                        |                       |
|---------------------------------|--------|------------------------|-----------------------|
| APN:                            | BLD #: | DATE:                  | PROJECT VALUATION: \$ |
| ADDRESS OF STRUCTURE:           |        |                        |                       |
| OWNER'S NAME:                   |        | PHONE:                 |                       |
|                                 |        | EMAIL:                 |                       |
| CONTRACTOR:                     |        | PHONE #:               |                       |
|                                 |        | EMAIL:                 |                       |
| NAME OF PERSON PAYING THE BOND: |        | PHONE #:               |                       |
|                                 |        | EMAIL:                 |                       |
| ADDRESS TO SEND BOND REFUND:    |        | CITY, STATE, ZIP CODE: |                       |

### TCO INFORMATION – TO BE COMPLETED BY BUILDING STAFF

|                                                                                                                      |                                                           |               |
|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|---------------|
| BOND TYPE: <input type="checkbox"/> SURETY BOND<br><input type="checkbox"/> CHECK <input type="checkbox"/> CASH BOND | AMOUNT OF BOND:<br>(1% OF VALUATION – 5K MIN AND 10K MAX) | CODE EDITION: |
| EXPIRATION DATE<br>OF TCO (6 MONTHS):                                                                                | TCO FEE:                                                  |               |

### DESCRIPTION OF STRUCTURE OR ALTERED SPACE REQUESTING TCO

| USE | TYPE OF CONSTR | FLOOR AREA | OCC LOAD | LEVEL | COMMENT |
|-----|----------------|------------|----------|-------|---------|
|     |                |            |          |       |         |

### REQUIRED DEPARTMENT / AGENCY TCO INSPECTIONS:

|                                     |                                        |                                   |                                                    |
|-------------------------------------|----------------------------------------|-----------------------------------|----------------------------------------------------|
| <input type="checkbox"/>            | Planning Division / 408-777-3308       | <input type="checkbox"/> APPROVED | <input type="checkbox"/> APPROVED WITH CONDITIONS* |
| <input type="checkbox"/>            | Santa Clara County Fire / 408-378-4010 | <input type="checkbox"/> APPROVED | <input type="checkbox"/> APPROVED WITH CONDITIONS* |
| <input type="checkbox"/>            | Public Works Department / 408-777-3354 | <input type="checkbox"/> APPROVED | <input type="checkbox"/> APPROVED WITH CONDITIONS* |
| <input type="checkbox"/>            | Other:                                 | <input type="checkbox"/> APPROVED | <input type="checkbox"/> APPROVED WITH CONDITIONS* |
| <input checked="" type="checkbox"/> | Building Division / 408-777-3228       | <input type="checkbox"/> APPROVED | <input type="checkbox"/> APPROVED WITH CONDITIONS* |

\*CONDITIONS OF COMPLETION – The applicant of the TCO shall attach a letter that lists all the conditions required to be completed for each individual Department before final occupancy can be granted. The letter shall include the projected completion dates for each of the items.

The undersigned agrees as a condition to the approval of the above request for temporary occupancy to have the building or buildings complete and in compliance with all building codes, ordinances, and regulations and ready for inspection prior to the expiration date specified. If this Temporary Certificate of Occupancy expires, the total amount of the bond may be forfeited, and the non-compliance may result in an enforcement action.

|                           |                                |
|---------------------------|--------------------------------|
| Owner<br>Signature: ..... | Contractor<br>Signature: ..... |
| Date: .....               | Date: .....                    |