



Request for Temporary Certificate of Occupancy (TCO)

Building Safety Department
1 Town Square, Murrieta, CA 92562 Phone
951-461-6062 www.murrietaca.gov

DS- 130

August 2025

Requests for Temporary Certificates of Occupancy are intended to allow occupancy on a temporary basis, while outstanding requirements or conditions are met, that are preventing a Certificate of Occupancy. Temporary Certificates of Occupancy are not guaranteed, and are not a formal Certificate of Occupancy. Any outstanding conditions or inspections must be met or completed on site.

Application Steps:

1. Prior to submitting a request for Temporary Certificate of Occupancy, please contact the assigned Building Inspector to verify whether or not the project is ready for Temporary Occupancy. Requests for TCO are internally routed by Building Staff to the departments for approval. Though the approval process is internal, it is recommended that contact is made with each department prior to submitting your application, to ensure the project is on track for TCO.
2. When ready to submit a request for Temporary Certificate of Occupancy, the attached application, see page 2, & a formal letter of request will need to be submitted. The letter is needed to help the departments understand the reason for the request for Temporary Occupancy. The letter must be in company letterhead. Both the letter, and the application, must be in PDF format, unless submitting in-person. They must be clear and legible. Copies, photos, or scans that are dark, blurry, or difficult to read will not be accepted. Please see the list below indicating the requirements for the body of the letter
 - a. The reason why the TCO is needed (example: outstanding conditions with utilities, pending inspections, pending approvals of other plans, etc.)
 - b. What the TCO is needed for (example: occupancy for stocking & employee training, opening to the public, etc.)
 - c. Where the TCO is needed (certain portions of a single building, specific building(s), the entire site, etc.)
 - d. How long the TCO is needed for (14 days, 30 days, 60 days, etc.)
3. Please reach out to the assigned Building Permit tech for assistance with the fees and your TCO request. Please see page 2 for more information on the fees.
 - a. The deposit of \$10,000 will need to be paid via check **in-person**.
 - b. The filing fees, totaling \$1,478.04 will be invoiced and paid electronically via the portal. Invoice can be provided in-person or electronically.
 - Please know that the filing fees are non-refundable. The deposit is refundable upon completion and approval of the final inspection. To understand our refund request process, please see [DS-165](#).
4. A Building Permit Tech will process your request and route it for department review and approvals. Please allow 5 business days for review. If approved by all departments, the permit tech will reach out to provide a Temporary Certificate of Occupancy via email.

Extensions:

TCOs are granted for a specific time frame. Extensions may be considered; however, they are not guaranteed and are circumstantial. Should an extension be needed, please submit an updated letter (see item 2 above), with details for the extension request. Please submit no later than 12:00PM, 5 business days prior to the expiration. Extension requests require consideration and approval from all departments.



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Town Square, Murrieta CA 92562
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[Filing Fee (See notes below) = \$1,478.04 + Deposit = \$10,000 TOTAL PAYMENT: \$11,478.04/structure]

Permit Number(s): _____

Address: _____

Applications for TCO must be accompanied by a letter with request details. See item 2 on page 1.

2. Applicant request, pursuant to Section 111.3 of the California Building Code, that a temporary Certificate of Occupancy may be issued by the Director for the use commencing on for buildings and structures located at the address above.

Please allow five (5) working days to process your request

3. Applicant understands and acknowledges that temporary occupancy is requested prior to the completion of the conditions of approval and/or department corrections as noted below, and;

- | | |
|--|--------------|
| ☐ Building and Safety | 951-461-6062 |
| ☐ Planning Division | 951-461-6061 |
| ☐ Fire Department | 951-461-6150 |
| ☐ Public Works/Engineering Department | |
| ☐ Police Department | |

Further agrees to install and complete the items noted above to the satisfaction of city Staff Prior to _____ and any additional extensions of time will not be guaranteed.

4. As a guarantee of completed installation, applicant herein deposits with the City, a minimum deposit of \$10,000 to be retained by the City and remitted to applicant upon written request after the City's acceptance of completed installation in item 2 above.

5. Applicant further agrees that if said installation is not installed and completed as described in item 2 above, then said guarantee deposit shall be forfeited to the City, the buildings and structures described in items 1 above shall be vacated and the utilities (electrical and Gas) shall be disconnected immediately. Applicant agrees that forfeiture shall not remove or affect a continuing requirement for satisfaction of all code requirements including the completed installation as described in item 2 above. Applicant further agrees to provide immediate relocation of all tenants that may be displaced as a result of non-compliance.

Information below is required

Applicant: _____ Email: _____
Phone Number: _____ Address: _____
Property Owner: _____ General Contractor: _____
Sprinklered: YES NO Occupancy Group: _____ Occupancy Type: _____
Type of Construction: _____ Type of Business: _____

I certify that I have read the statements contained on pages 1 & 2 of this application and that they are true and correct. With my signature I confirm I make this statement under penalty of perjury.

Signature: _____ Date: _____

FOR OFFICE USE ONLY
(Inspections fees for Non-Deposit accounts only)

Building Inspection-\$643.95; Processing-\$67.61; Engineering Inspection-\$214.65; Planning
Inspection-\$232.89; Fire Inspection \$218.94 Based on Bond-
\$100.00-1%; Bond -\$10,000.00