



Temporary Certificate of Occupancy Application (TCO)

Building Permit # for TCO: _____

Building Permit Address: _____

Applicant: _____

(Applicant must be listed as a contact on building permit or be an established delegate)

Applicant Phone: _____ Applicant Email: _____

Requested Occupancy Date: _____

Project Completion Date (anticipated): _____

Area(s) Required for Occupancy: _____

Reason for Request: _____

Fees (Select from the following)

- ☐ New/Initial Commercial TCO:
- ☐ Extension to Commercial TCO:
- ☐ Type Change to Commercial TCO:
(Ex: FF&E ⇒ FULL within same period)

TCO Type (Select from the following)

- ☐ FF&E – Intended for moving in furniture, fixtures, & equipment only. There is no occupancy allowed at this stage.
- ☐ FF&E + Training – Furniture, fixtures, & equipment plus staff for training and setup. Occupancy on limited basis. Additional inspection approvals required.
- ☐ FULL - Allowed to open for business with occupancy for employees and customers. Additional inspection approvals required.

Applicant Signature: _____ Date: _____

DSD STAFF USE ONLY:

Needed Inspection Approvals:

- | | |
|-------------------------------------|-----------------------------------|
| ☐ Building | ☐ Plumbing |
| ☐ Electrical | ☐ Gas |
| ☐ Mechanical | ☐ Sewer |
| ☐ Fire | ☐ Health |
| ☐ Traffic | |

Needed Sitework Permit Approvals:

(For FF&E + Training and FULL TCOs only)

- ☐ Sewer Utility Site
- ☐ Traffic

TCO Approval Notes: _____



DEVELOPMENT SERVICES

Additional TCO Information

- The current International Building Code provides for issuance of a Temporary Certificate of Occupancy to use a portion or portions of a building or structure provided that such portion or portions shall be occupied safely. Prior to the issuance of a Temporary Certificate of Occupancy, an issuance fee must be paid. This will vary based on whether it is for a residential or commercial structure and is assessed per building.
- Development Services may suspend or revoke the Temporary Certificate of Occupancy if it is determined that the structure is in violation of any City of San Antonio adopted code or ordinance.
- Prior to the expiration of the Temporary Certificate of Occupancy, it is the responsibility of the contractor to request required inspections for completion of permitted work. Acceptable final inspections are required by all applicable trades prior to issuance of a Certificate of Occupancy. If uncompleted work cannot be finished during the duration of the Temporary Certificate of Occupancy, an extension must be requested for an additional fee (per Temporary Certificate of Occupancy renewed.)
- The Temporary Certificate of Occupancy may be issued when all necessary permits have been obtained and pending inspections have been approved by the inspector for a specified level of occupancy.
- A Temporary Certificate of Occupancy application expires 30 days from the date of application. If a Temporary Certificate of Occupancy is not issued within this timeframe, the application is void. To reapply, the contractor must obtain a new application and pay applicable fees as per the Development Services Department fee schedule. Information Bulletin 126a outlines the Certificate of Occupancy and Temporary Certificate of Occupancy fees and any pertaining penalties involved.
- Applying for a Temporary Certificate of Occupancy does not mean you have authorization to use or occupy the building. Occupancy is authorized upon receipt, by the contractor, of a Temporary Certificate of Occupancy signed by the Building Official.
- To receive a Temporary Certificate of Occupancy, all life and safety construction items must be completed and when all necessary permits have been obtained and all inspections proceeding the final inspection are approved. All certification letters from engineers and special inspection reports must be submitted and approved prior to Temporary Certificate of Occupancy. All outstanding fees such as permit fees, plan review fees, re-inspection fees shall also be paid prior to Temporary Certificate of Occupancy.
- **Contractor's may submit a Temporary Certificate of Occupancy Request to have inspections scheduled for TCO approval. This can be done as an amendment to the building permit the contractor is requesting the TCO for.**
- Issuance of a Temporary Certificate of Occupancy does not constitute completion of a construction project. It is the contractor's responsibility to control the use and occupancy of a building until all clearances and inspection requirements are completed and a full Certificate of Occupancy is received.
- All construction work must be completed with full clearances and required inspection approvals prior to expiration of the Temporary Certificate of Occupancy. It is the contractor's responsibility to request all necessary inspections and approvals. If the project is not completed, it is the contractor's responsibility to contact the Chief Building Inspector to discuss options, which may include applying for another Temporary Certificate of Occupancy.
- **DO NOT OCCUPY A BUILDING OR PORTION THEREOF WITHOUT A TEMPORARY CERTIFICATE OF OCCUPANCY.** There is a New Commercial/Residential (whichever applies) Occupancy without a Certificate of Occupancy penalty fee. Additionally, the standard Certificate of Occupancy fee will be assessed.
- **DO NOT ALLOW A TEMPORARY CERTIFICATE OF OCCUPANCY TO EXPIRE.** Occupancy of a building without a Temporary Certificate of Occupancy is a code violation and will immediately result in enforcement by this department, which may include the disconnection of utilities and the filing of a municipal court case.

Applicant Initial: _____