



**Community Development Department  
Building Division**

**REQUEST FOR TEMPORARY CERTIFICATE OF OCCUPANCY**

Property Address: \_\_\_\_\_ Tenant: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_ Applicant Phone Number: \_\_\_\_\_  
Applicant Address: \_\_\_\_\_ Applicant Email: \_\_\_\_\_  
Owner Name: \_\_\_\_\_ Owner Phone Number: \_\_\_\_\_  
Owner Address: \_\_\_\_\_ Owner Email: \_\_\_\_\_  
Building permit number: \_\_\_\_\_ Date of requested occupancy: \_\_\_\_\_  
Extent of Use:  Open to Public  Employees Only  Merchandise Only  Other \_\_\_\_\_  
Area(s)/Building(s) requested for occupancy: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please identify work that is not yet completed and estimated completion date:

<u>Item</u>	<u>Estimated Completion Date</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*(Add extra sheets, as necessary)*



1. The Building Division will provide a thirty-day (30) Temporary Certificate of Occupancy (TCO) to use a portion or portions of a structure prior to the completion of the entire structure if the Chief Building Official finds that no substantial hazard will result, and the portion or portions comply with the provisions of the California Codes, Building standards, State Laws and Local Ordinances. Prior to the issuance of a Temporary Certificate of Occupancy (TCO), a \$762.00 issuance fee must be paid (this covers required inspections) associated with determining building compliance for temporary occupancy.
2. Building Division may suspend or revoke the Temporary Certificate of Occupancy (TCO) if it is determined that the building is in violation of any City of Rocklin City Municipal Code or Regulations.
3. Prior to the expiration of the Temporary Certificate of Occupancy (TCO), it is the responsibility of the Owner or 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 TCO, reapplication for a TCO is required.**

4. The TCO shall not be valid until acceptable inspections are completed, other required departments approvals, applicable fees are paid, Certificate is signed by the Building Official, and the Certificate has been posted in the occupied area.

**AS OWNER/CONTRACTOR/APPLICANT, I FULLY UNDERSTAND AND AGREE TO CONFORM TO THE PROVISIONS OF THIS APPLICATION AND ANY CONDITIONS ASSOCIATED WITH TCO APPROVAL.**

\_\_\_\_\_  
(Applicant Name)

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Date)



## REQUEST FOR TEMPORARY CERTIFICATE OF OCCUPANCY

<b>DEPARTMENT APPROVAL (OFFICIAL USE ONLY)</b> <b>SIGNATURE REQUIRED IF BOX IS CHECKED BELOW</b>		
<input type="checkbox"/> <b>Planning Division</b>	_____	_____
	(Signature)	(Date)
Conditions of Approval:	_____	
	_____	
<input type="checkbox"/> <b>Fire Department</b>	_____	_____
	(Signature)	(Date)
Conditions of Approval:	_____	
	_____	
<input type="checkbox"/> <b>Engineering Division</b>	_____	_____
	(Signature)	(Date)
Conditions of Approval:	_____	
	_____	
<input type="checkbox"/> <b>Other</b> _____	_____	_____
	(Signature)	(Date)
Conditions of Approval:	_____	
	_____	
<input type="checkbox"/> <b>Building Division</b>	_____	_____
	(Building Official Signature)	(Date)
Conditions of Approval:	_____	
	_____	
Building permit number:	_____	Approval valid until: _____