



City of Soledad

Community and Economic Development – Building Division

248 Main Street, Soledad, CA 93960 • building.permits@cityofsoledad.gov

Request for Temporary Certificate of Occupancy (TCO)

A Temporary Certificate of Occupancy (TCO) can be requested when the applicant would like to have a portion or phase of a project occupied before the entire project is complete. TCO's may be granted for various levels of occupancy:

- Request for full occupancy of a building project to be open to the public or a phase of the project to be opened to the public.
- Stocking only, as in office furniture and supplies
- Stocking and training of employees/ list number of employees

There is a fee of \$ 292.25 for the issuance of a TCO. Once the TCO application has been received, applicants should allow up to 5 business days for the application to be processed.

Prior to submitting a request for a TCO, applicants must verify and schedule all required inspections for each inspection discipline in the areas or portions of the project specified within the TCO. For an inspector to approve a TCO, the specified project areas must be deemed safe and in compliance with the minimum requirements of the code and approved plans.

When requesting a TCO, applicants will be required to have all required inspection disciplines granting approval for the type of occupancy being requested. This may include Fire, Planning, and if applicable, Monterey County Environmental Health. **For Larger** projects with offsite conditions, other departments such as Engineering /Public Works will also need to grant their approval for TCO's.

Please complete this form to request a temporary certificate of occupancy. Please type or print clearly.

A. Project Information

Project Name / Business Name: _____ Project Address: _____

Permit Number(s): _____ Date of Proposed Occupancy: _____

Requested Duration of TCO: _____

B. Applicant & Contact Details

Property Owner : _____ General Contractor / Authorized Agent: _____

Address: _____ Phone / Email: _____

Phone: _____ Signature : _____ Date: _____

Email: _____

Signature: _____ Date: _____

C. Purpose & Justification

Reason for Temporary Occupancy Request: (Check one that applies) – Add'l Fees Apply for Renewal/Extensions

First Request: ☐ Renewal: ☐ (for expired TCO) Extension: ☐ (existing TCO)

Please specify in the request the type of occupancy requested. (Exp. Partial occupancy of a specific area or full occupancy, stocking inventory, staff training:

D. Departmental reviews required: Note: Departments will be required to provide a letter outlining pending items required to be completed prior to TCO and items to be completed prior to C of O.

Department Review	Email	Reviewed by:	Date:	Denied – see letter	Approval Signature
Building	building.permits@cityofsoledad.gov				
Planning	planning@cityofsoledad.gov				
Fire					
Engineering/Public Works					

E. Conditions of Occupancy

Life-Safety, Fire & Accessibility Systems must comply with California Building Code (CBC) Section 110.3 / 111.3 or California Residential Code (CRC) R110.4: 'The building official is authorized to issue a Temporary Certificate of Occupancy before the completion of the entire work, provided that the portion can be occupied safely.' Requirements include:

- Fully functional electrical systems
- Elevator certification (if applicable)
- Substantially compliant accessible routes and features
- Fire systems fully installed, tested, and monitored

Application Fee: \$ 292.25

F. Acknowledgments & Signatures

By signing below, the applicant certifies that:

- The information is accurate and complete.
- The Building Official may revoke the TCO if conditions are not met or occupancy is unsafe.
- The applicant understands applicable CBC sections and local conditions.

Applicant Signature: _____ Date: _____

Building Official Approval: _____ Date: _____

-Office Use Only- Fee & Deposit

Outstanding Project Fees: \$_____ (must be paid prior to issuance)

Deposit (if applicable): \$_____ — refundable upon completion of outstanding items

TCO Effective Date: _____ **TCO Expiration Date:** _____

Reviewed by: _____ Building official Approval: _____

Reason for Denial:

Special Conditions Noted:

Flow chart for TCO process

