

## Information and instructions for: Temporary Certificates of Occupancy.

All new commercial construction requires a final Certificate of Occupancy. A Certificate of Occupancy (CO) will be issued when all construction is completed, all conditions prior to final, and all building inspections are approved.

In certain circumstances, a Temporary Certificate of Occupancy (TCO) may be approved when most of the construction is completed and only minor issues remain.

### Application requirements for TCOs

1. TCO's will only be considered when the structure is deemed safe to occupy before issuing a Certificate of Occupancy. All required final inspections of structural, electrical, gas, plumbing, mechanical, and fire systems must be approved and in compliance with technical codes that were in effect at the time of permit application. The pre-final inspection shall be approved. The minimum Processing time for applications (initial review) is three (3) business days. An Hourly permit (BHR) will be created to process TCOs. This permit will allow pending conditions under the construction permit to be processed separately. The permit cost is \$332.52 (Renewal cost is \$183.00).
  - a. Before submitting the TCO application, the pre-final inspection must be approved.
  - b. Use the following link to submit the TCO application [Click here for TCO application](#)
  - c. After processing, the applicant will receive a BHR permit number and an invoice.
  - d. Applicant will upload to the BHR permit the two supporting letters requested in section 2.
  - e. Granting TCOs are based upon the approval of all departments and agencies that reviewed and approved the original building permit applications. The applicant is responsible for obtaining approval from the department clearances added to the BHR permit.
2. In addition to the TCO application, the following letters shall be provided:
  - a). A letter (on company letterhead and signed by an officer of the company) stating the detailed reason for the TCO request must be provided. The TCO reason must be for a specific and significant hardship. **TCOs will not be allowed for reasons of convenience.** A detailed description of the remaining work and a reasonable estimate of the time frame for completing all outstanding items must be included. The planned use of the building during the 30-calendar day period must be detailed. The following statement must be included:  
"The County of Riverside will not be held responsible in any form for any damage or liability due to the issuance of the TCO." A sample letter is attached.
  - b). The Engineer of Record must provide a signed and sealed letter certifying that the site is safe and ready for occupancy, is substantially complete, and complies with all applicable codes protecting the public's health, safety, and welfare.

3. All fees associated with the project must be paid in full.
4. After receiving and reviewing all documentation, the applicant will be notified when the TCO is ready.
5. TCO will be effective for 60 calendar days only.
6. A TCO Extension for another 30-calendar day period can be requested.

An application for a commercial **TCO extension** must be renewed by the applicant at least three (3) business days before the current TCO's expiration date. To apply for an extension, please upload the TCO application (section 1 part "a") and the letter requested in section 2 part "a" to the BHR permit.

**An extension request is not guaranteed to be approved.** It is unlawful to occupy a building for purposes other than construction without a current TCO or CO. **TCO extension requests must be in letter form and contain the outstanding items and time frames for completion.** A maximum of two extensions of 30 days are allowed. When these two extensions are exhausted, the applicant must obtain department clearances from all departments to re-apply for a new TCO.

7. If a customer's project has exhausted both TCO and TCO renewal options and cannot obtain a full CO before ending the TCO period, the project may result in a Code Enforcement Department case, resulting in, but not limited to, fines and loss of utility releases.
8. The building official is authorized to notify in writing, suspend or revoke a TCO or CO wherever the certificate is issued in error, or based on incorrect information supplied, or where it is determined that the building or structure or portion thereof violates any ordinance or regulation or any of the provisions of the California Building Code. Notification can be done by letter or electronic correspondence via email provided on the application.

# Company Name

December 23, 2022

Riverside County  
Department of Building and Safety  
4080 Lemon St. 9th floor  
Riverside CA, 92501

Subject: Permit N BNR21001XX  
Address 1234 Main St, 92XXX

To Whom It May Concern:

We respectfully request that a Temporary Certificate of Occupancy be issued for Permit No. BNR21001XX, located at 1234 SW Main St, 92XXX, for the owners/tenants (Tenant Names) \_\_\_\_\_ to occupy the building until the official Certificate of Occupancy is issued. We intend to request the final CO inspection by (Date) \_\_\_\_\_.

Explanation of the reason a TCO is needed:  
\_\_\_\_\_.

The following items are pending:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

The building will have all conditions cleared by (date) \_\_\_\_\_ then the final C of O will be requested.

The County of Riverside will not be held responsible in any form for any damage or liability due to the issuance of the TCO.

Signature