



CITY OF EASTVALE
COMMUNITY ENHANCEMENT AND SAFETY
DEPARTMENT, BUILDING AND SAFETY DIVISION
 12363 Limonite Avenue, Suite 910
 Eastvale, CA 91752
 951.703.4450
<http://Eastvaleca.gov/building-safety-division>

TCO		
ADMIN SECTION	0002 FORM NUMBER	
7/1/2022 EFFECTIVE DATE		1/9/2023 REVISION DATE

Temporary Certificate of Occupancy

Temporary occupancy has been requested at:

Job Address _____ Permit Number(s) _____

Temporary occupancy be effective on _____ and will terminate on _____

The reason we need a Temporary Occupancy is _____

I, the undersigned, understand that the use of electric power and/or gas to my job site is temporary in nature and may be disconnected from the gas and electric power source for nonconforming code violation(s), non-compliance with all City ordinances and regulations, or for any safety hazards as determined by the Building Official.

The Building Official is authorized to issue a temporary certificate of occupancy before the completion of the entire work covered by the permit; provided, that such portion or portions shall be occupied safely. I am also aware that before the final Certificate of Occupancy is issued, the final inspection will need to be approved by all required City Departments.

By signing below I acknowledge that the attached list of items is yet to be completed or corrected and will be completed before a final inspection can be approved.

DATE: _____ SIGNED: _____
 (Property Owner)

DATE: _____ SIGNED: _____
 (Business Owner)

DATE: _____ SIGNED: _____
 (Contractor)

Revocation. The Building Official is authorized to, in writing, suspend or revoke a certificate of occupancy or completion issued under the provisions of this code 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 codes.

OFFICE USE ONLY:

This project will be allowed a Temporary Certificate of Occupancy for the time frame noted above if approved by each Department/Division. Each Department/Division is responsible for follow-up on their correction items and signing off the Construction Permit Card issued to the contractor/owner of the project when items have been completed. The project Building Inspector will monitor the timelines and recontact the applicant/owner to insure that they are met. Check all appropriate boxes.

BUILDING: _____ Date: _____
 Approved Denied Corrections pending, see the attached notice.

FIRE: _____ Date: _____
 Approved Denied Corrections pending, see the attached notice.

PLANNING: _____ Date: _____
 Approved Denied Corrections pending, see the attached notice.

PUBLIC WORKS: _____ Date: _____
 Approved Denied Corrections pending, see the attached notice.

Temporary Certificate of Occupancy Approved by _____ Date: _____
 Building Official

Authorization to Occupy Before Permit Final
Temporary Certificate of Occupancy: Commercial / Industrial Projects

CODE REQUIREMENTS:

If the Building Official finds that no substantial hazard will result from the occupancy of any building or portion thereof before the same is completed, a Temporary Certificate of Occupancy (TCO) may be issued before the completion of the entire building or structure. (Eastvale Municipal Code Section 110.02.120 (C))

APPLICANT PROCEDURE:

If final approval from all required departments/divisions (Fire Department, Planning Division, Public Works Department, and Building Division) has not been signed for each permit associated with the project, then the applicant must file a temporary certificate of occupancy request/approval application (see attached) with the building division.

Required final inspections from all departments/divisions must have been attempted, although not necessarily passed before you can apply for temporary occupancy. Copies of the inspection results and a copy of both sides of the inspection card must be included in your submittal package. This includes all Building, Plumbing, Mechanical, Electrical, Fire, Planning, and Public Works inspections.

The TCO application must include:

1. Job address
2. Permit Number
3. Effective and Terminate Dates.
4. Reason for TCO
5. Signatures from Property Owner, Business Owner, and Construction Company.

Allow 72 hours of processing time for such a request. Failure to include all the necessary paperwork will result in delays in your request.

REQUIRED STIPULATIONS:

You must agree to pursue scheduled inspections and resolve inspection issues to the City's satisfaction. If you fail to do this before the expiration of your TCO, you must vacate the premises and terminate all temporary occupancy until the renewal of a TCO is approved or you obtain a final Certificate of Occupancy for the building

No occupancy of the building shall occur until it is authorized in writing by the Building Division and the copy is available at the site.

ADMINISTRATIVE PROCEDURES:

Once the Fire Department, Planning Division, Public Works Department, and Building Division recommend the issuance of a Temporary Certificate of Occupancy, then the Request for Temporary Occupancy will be reviewed by the Building Official. If the Building Official approves the request, acknowledgment of such approval will be endorsed on the Temporary Certificate Occupancy Request and a copy of the same will be emailed/faxed to the applicant. This endorsement on the face of the temporary request will constitute a temporary certificate of occupancy.