

Temporary Certificate of Occupancy Process

Note: The City of Thousand Oaks Building Division does not issue Temporary Certificates of Occupancy for Residential projects.

Owners of Commercial buildings may apply for a Temporary Certificate of Occupancy (TCO) prior to final approval by the Building Division in accordance with Section 111.3 of the 2013 Edition of the California Building Code.

A TCO may only be requested when the majority of the construction is completed and approved including all fire-life safety requirements and only minor finishing touches remain for approval of the final inspection for the permits.

Follow this process to request a TCO:

1. Complete the Request for Temporary Certificate of Occupancy form (on reverse).
2. Submit the request to the Deputy Director/Building Official for review and consultation with the inspection staff and other departments to determine feasibility at the given project.
3. Provide the Deputy Director/Building Official with a projected completion date for incomplete construction items.
4. If necessary, provide a plan showing how the portion of the building to be occupied will be separated from the portion of the building still under construction.
5. Pay the City of Thousand Oaks the TCO permit fee.

Request for Temporary Certificate of Occupancy

Permit Number: _____

Applicant: _____

Phone Number: (_____) _____ Email: _____

Address: _____

Applicant requests, pursuant to Section 111.3 of the 2013 Edition of the California Building Code, that a Temporary Certificate of Occupancy (TCO) be issued by the Deputy Director/Building Official of the City of Thousand Oaks, for the use commencing on _____ for building located at _____ in the City of Thousand Oaks.

Reason for Temporary Occupancy:

- OPEN FOR BUSINESS STOCKING ONLY (not open to the public or employees)
- OPEN FOR STOCKING AND TRAINING OF EMPLOYEES ONLY (not open to the public)
- OPEN TO THE PUBLIC
- OTHER _____

Provide a floor plan or describe in detail the area you are requesting for the TCO:

