



Issue Date:	June 24, 2025
Code/Section:	IBC 111.3
Developed By:	Deputy Director Inspections/Building Official

IBC 111.3 and IFC 105.3.3.1 authorizes the *building official* to issue a Temporary Certificate of Occupancy (TCO), before the completion of the work covered by the building permit, provided it shall be occupied safely. To meet the safety criteria outlined in IBC 101.3, the TCO portion will need to be complete, and the building will need to meet the minimum technical and administrative requirements outlined in this document. The TCO is also subject to Section 507.K.4 and 507.K.5 of the Phoenix Zoning Ordinance. The TCO is only valid after it has been approved by City of Phoenix field inspection staff and is signed by all field inspectors as well as the owner/owner agent.

Requirements

1. Administrative

- a. All applicable disciplines require pre-TCO inspections, under the original building permit, prior to issuing a TCO permit.
- b. A TCO permit cannot be issued until the appropriate fee has been paid in accordance with the adopted fee schedule.
- c. A TCO is valid only for the occupancy stated on the building permit and shall comply with the conditions in this document and/or stipulations as identified on the signed TCO.
- d. Any changes to the TCO permit scope will require a new TCO permit with additional fees. The new application for TCO shall indicate all additional conditions and/or stipulations.
- e. The core & shell permit shall be inspected and approved by all disciplines prior to issuance of the TCO.
- f. If applicable, the self-certified audit shall be completed prior to issuance of the TCO.

2. Technical

- a. The building must be enclosed at all levels and sides per the approved drawings. No exposed, combustible, construction is allowed within or adjacent to the building.
- b. All applicable code-required fire and life/safety systems, (including but not limited to: sprinklers, standpipes, fire alarms, smoke alarms, fire-resistance rated construction, duct, shafts, and penetrations, elevators, exit illumination, exits, and exit stairways), must be in place and functional on the level of occupancy considered, and one story/level above and below to the level of exit discharge.
- c. Accessibility requirements must be complete to, throughout, and from the TCO.
- d. Parking, including accessible spaces, must be available for the occupancy of the TCO, except for stocking only TCO.
- e. No heavy rigging activities are allowed above the floor(s) of the TCO.
- f. Associated site and civil requirements must be met except when the use is for stocking only. For requests within the floodplain, FEMA approval is required.
- g. Any other issues identified during inspections based on current field conditions and listed as stipulations.
- h. When a TCO is requested for a large or complex project where the approved means of egress is modified as part of the TCO, the developer shall submit a stamped life safety plan from the Architect of Record showing the revised egress layout. For smaller less complex projects where the changes to egress are minimal, a stamped life safety plan may not be required. In such cases, the developer may submit the TCO request directly the inspections field supervisor for consideration.

Procedure