



A Temporary Certificate of Occupancy (TCO) may be requested for limited occupancy of a structure. **Such certificate will only be valid after the permit has been approved and signed by all the required inspectors and the owner/ owner agent.** All conditions and stipulations shall be in writing and signed by the owner's representative. The TCO is subject to Section 111.3 of the Phoenix Building Construction Code Administrative Provisions and Section 507.K.4 and 507.K.5 of the Phoenix Zoning Ordinance.

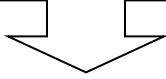
For TCO's on Annual Facilities Program projects please see the TRT document titled Annual Facilities Program, Temporary Certificate of Occupancy.

Requirements

1. Administrative
 - a. A TCO cannot be issued until the appropriate fee has been paid to the PDD Payments and Submittals Counter or via phone at 602-262-7811, in accordance with the adopted fee schedule.
 - b. A TCO is valid for the stated occupancy only and shall comply with the conditions and/or stipulations as identified on this document and signed by the area inspectors as well as the owner or owner's legal representative.
 - c. Any changes in scope or occupancy limits will require a new request and payment of an additional permit fee. The new request for TCO shall indicate all additional conditions and/or stipulations.
2. Technical
 - a. New Construction Fire Inspection is required for TCO.
 - b. No heavy rigging activities above floor(s) of occupancy.
 - c. Building must be enclosed at all levels and sides per the approved drawings.
 - d. Associated site and civil requirements must be met except when the use is for stocking only.
 - e. Code-required fire and life/safety systems; i.e., sprinklers, fire alarms, smoke detectors, fire rated floor systems, duct, shafts, and penetrations, elevators, exit illumination, exits and exit stairways, must be in place and functional on the level of occupancy considered, one story above and down to the level of exit discharge.
 - f. Accessibility requirements must be in complete compliance to, throughout, and from the area under consideration except for stocking only.
 - g. Parking, including accessible spaces, must be available for the occupancy of the area under consideration except for stocking only.
 - h. Sprinklers and standpipes must be functional on floors under construction – proper design pressures are required on the floor of occupancy, the adjacent floor above and to grade.
 - i. Any other issues pursuant to field conditions and listed as stipulations.

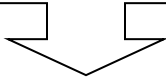
Procedure

How can I get a TCO?



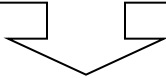
1. To request a Temporary Certificate of Occupancy (TCO), the owner(s) legal representative shall contact a PDD Inspections Field Supervisor to request a TCO, and discuss the applicable fees.

TCO Preparation & Fee Notification



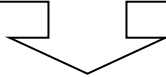
2. If approved the PDD Inspections Field Supervisor will draft the TCO permit including the preliminary stipulations. Inspections Field Supervisor will provide the temporary (T) number to the applicant before payment can be made.

Payment



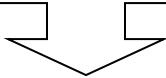
3. The requestor may pay the required fees over to the PDD Payments and Submittals Counter or via phone at 602-262-7811. If the TCO is for an Annual Facilities Program (AFP) project, payments will be submitted to the AFP Counter at 438 W. Adams Street, if necessary.

COP PDD issues TCO Permit



4. After payment, has been made, the requestor must call 602-495-0800 to request all necessary inspections. Fire inspections are requested by calling the phone number provided on the original construction permit, or the Fire Inspections Supervisor, at 602-501-1632. Indicate that inspections being requested are specifically for a **TCO and provide the TCO permit number**. If any one of the inspection disciplines (including Fire Department) has noted "not approved," the TCO will not be valid. A re-inspection fee will be charged for more than two inspections in one discipline.

Customer requests all TCO inspections



5. A TCO is valid after all inspection disciplines and the owner/ owner agent have signed off on the permit in the field. The maximum duration of the TCO shall be as noted on the permit, but not to exceed the duration of the original permit.

Valid Temporary CoFo

6. All parties can access the conditions and/or stipulations of this application on-line using the TCO permit number. After all signatures, have been obtained on the permit the owner or owner agent shall provide a copy to the area inspector or Field Supervisor for permanent records.