



## TEMPORARY CERTIFICATE OF OCCUPANCY (TCO) INFORMATION SHEET

The San Francisco building code permits building officials to issue TCOs prior to completion of all work covered by the permit, provided it is found safe for occupancy ([2013 SFBC-Section 109A.4](#)). It is issued only when incidental construction, such as site and interior work not regulated by the code or exterior decoration not necessary to the integrity of the building, remain. Typically, projects that require a Certificate of Final Completion and Occupancy (CFC) but are not ready for final inspections may apply for TCOs.

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### MINIMUM REQUIREMENTS FOR TCO CONSIDERATION

All TCO requests must meet the following minimum requirements. If you are unable to meet any of these requirements, please explain fully in the letter.

- The site address must be posted with numerals not less than 4" (101.6 mm) in height and contrasting color. The numerals shall be in a position to be easily visible to approaching emergency vehicles (SFBC Sec. 107.10; AB-035).
- All structural special inspection requirements must be complete (See SFBC/CBC Chapter 17). Please visit our website, [sfdbi.org](http://sfdbi.org), for information about clearing special inspections.
- All disabled access requirements must be in compliance with San Francisco and California Building Codes.
- The site should be free of any health and/or life safety violations.
- All development impact fees must be paid and other special requirements cleared (e.g. street tree) before occupancy. Please check with your district inspector to confirm if fees are due for your project. For information about development impact fees, please visit our website at [sfdbi.org](http://sfdbi.org).
- The building permit must be valid through the time for which the TCO is requested.

**Department of Building Inspection - Inspection Services**  
49 South Van Ness Ave, Suite 400 – San Francisco CA 94103  
Office (628) 652-3400 – [www.sfdbi.org](http://www.sfdbi.org)



## HOW TO APPLY FOR A TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)

Please follow the steps below when applying for a TCO, TCO extension, or an amendment to a TCO.

1. Obtain written approval for a TCO from your building inspector. You may obtain it via email or ask the inspector to note it on the Job Card. Inspector's written approval is required for payment processing.
2. Draft a letter on your letterhead to Joseph Duffy, Acting Chief Building Inspector, 49 South Van Ness Ave, Suite 400, San Francisco, CA 94103. It must include:
  - All basic project information:
    - Address
    - Permit Application Number
    - Intended use or occupancy of the building or structure
    - Duration required
    - Contact information of responsible individual (phone number, address etc.)
    - Building Inspection Division Inspector
  - A list of all major categories of outstanding work to be completed prior to the final building inspection.
3. Submit your letter, a completed *Service Request Form*, the *Contractor's TCO Approval Worksheet* and written approval from your inspector (see item 1 above) together with your payment to the Building Inspection Division at 49 South Van Ness Ave, Suite 400. (The *Service Request Form* is available on our website at [sfdbi.org](http://sfdbi.org)).
4. If TCO inspections are required, to help facilitate scheduling, please check with your inspector for the number of inspection slots you should book as he or she may require more than one slot.

The Department will take up to **3 business days** to review and process a completed TCO submission request. Any missing information will cause delays.

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## CONTRACTOR'S TCO APPROVAL WORKSHEET

If the contractor is unable to secure final inspection approval for certain portions of work, please obtain consent from the appropriate divisions and agencies and submit this signed worksheet to your building inspector.

Job Site Address \_\_\_\_\_  
Permit Application No. \_\_\_\_\_  
Intended Use/Occupancy \_\_\_\_\_  
Contact Person/Phone \_\_\_\_\_

**Signature**

**Date**

Plumbing Inspection Division	_____	_____
Electrical Inspection Division	_____	_____
San Francisco Fire Department	_____	_____
Department of Public Health	_____	_____
Bureau of Street Use & Mapping/Sidewalk	_____	_____
Bureau of Street Use & Mapping/Trees	_____	_____
Mayor's Office on Disability	_____	_____

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