



DEPARTMENT OF PUBLIC WORKS
Building Inspection Division

MEMORANDUM

October 28, 2009

*******Revised 10/9/2009*******

BULLETIN G-26-04

TO: All Permit Applicants

FROM: Thomas H. Goldsbury, P.E., C.B.O.
Chief, Building Inspection Division

SUBJECT: Revisions to Temporary/Partial Certificate of Occupancy Procedures

The only revision to this Bulletin is to delete the use of the "67" inspection to request a Fire Marshal inspection for a TCO, PCO, or PST. Effective November 2, 2009, use the "45" inspection for this request and be sure to leave a note that you are requesting a TCO, PCO, or PST sign-off.

In an effort to make it simpler for you to request and us to process a request for a Temporary/Partial CO, we are making the following changes to the procedures effective Tuesday, October 26, 2004. The form has been revised, see attached. **PLEASE USE THE NEW FORM.** You will now have three options to request from, Temporary CO, (TCO), Partial CO, (PCO) or Permission to Stock and/or Train (PST). Whereas previously you had to schedule an unneeded inspection to get the inspector to the site, there is now an inspection request number (67) to request the MEP inspector ~~or Fire Marshal~~ to come review the project, and sign-off for the TCO, PCO, or PST. I would highly recommend that you use the Internet to schedule this inspection as this method allows you to leave better notes for the inspector. If you request a "67" inspection under an M, E, or P permit, the M, E, or P inspector will show up. ~~If you request the 67 inspection under a Building Permit, the Fire Marshal will show up.~~ In addition, you can now use an inspection request number "68" to get a Landscape Inspector to come to the site for a TCO or PCO. A Landscape Inspector sign-off is **NOT** required for Permission to Stock and Train (PST).

However, similar to a TCO and PCO, you can **NOT** request a PST inspection on-line or by phone. The completed form with all required signatures must be taken to a Building Inspection Supervisor in Room 100 of City Hall Annex, along with the required fee (\$100 residential, \$150 commercial). If the form is correct and all signatures obtained, the supervisor will **schedule** the TCO, PCO, or PST inspection for the next business day. This does not mean you will automatically receive the TCO, PCO, or PST, the inspector must pass the inspection. Unlike the TCO or PCO, no form will be sent to you after the PST passes. Approval is documented by a passed Permission to Stock and/or Train inspection (69), which can be verified on-line.

Please remember, the request form must be filled out and available on site for each inspector to sign if all of that trade's inspections (or Landscape and/or Fire Marshall) have not been finalized. Do **not** bring it to the office expecting an MEP supervisor to sign-off, he has not been to the site and can not approve the request.



REQUEST FOR: (check one)

- TCO - Temporary Certificate of Occupancy**
- PCO – Partial Certificate of Occupancy**
- PST - Permission to Stock and/or Train**

Note: For Permission to Stock and Train, only contractor and owner’s/tenant’s personnel and those necessary to set up business are allowed to occupy, the facility is not allowed to be open for business. A Partial CO certifies that a particular area of a project has been 100% inspected and allowed to open for it’s intended use. There should be no unresolved inspections in an area requesting a PCO. A Temporary CO allows the facility to be open for its intended use for a specified time due to one or more items not being completed. A Temporary CO may be requested for a complete project or a part there of. A Temporary CO will not be issued if any Life Safety issues are unresolved.

Contractor _____ Permit#/Year _____
 Address of Project _____
 Requested by _____
 Reason for Request _____

For Temporary Certificate of Occupancy, state length of time TCO is requested for _____
 List all outstanding items _____

For Partial Certificate of Occupancy, define area of project for which PCO is being requested:

List **all** associated MEP permits that are **NOT** finalized below, and obtain MEP inspector’s approval/signature prior to coming to Building Inspection Division Office. If a Landscape and/or Fire Marshall inspection is required and has not been passed, obtain inspector’s approval/signature below.
Note: A Landscape sign-off is not required for a Permission to Stock or Train.

Permit Number/Type/Year (sample 12345.001/M/04)

Inspector’s Signature

/ /	
/ /	
/ /	
/ /	
/ /	
/ /	
Landscape Inspector	
Fire Marshall	

This form must be kept on site, and completely filled out prior to requesting inspector’s signature. **After** all required signatures are completed, bring this form to a Building Inspection Supervisor along with the required fee (\$100 residential, \$150 commercial). **Do not bring it to the office expecting the MEP supervisor to sign-off for the MEP inspector, the supervisor has not been to the site and does not know the condition of the project.** If all things are correct, the Building Supervisor will schedule the TCO, PCO, or PST inspection for the Building Inspector for the next working day.

Note: For a passed PST inspection, no form will be sent out. The approval will be confirmed by a passed “69” inspection in our records.