



Process to Request a Temporary Certificate of Occupancy (TCO)

TCO's are issued on a case by case basis, issuance must be coordinated with the Building Inspector and approved by the Building Official. It is advised to discuss this process with your inspector well before the TCO is needed. To avoid mis-communication, incorrect information, and overall unnecessary delays; it is strongly recommended that only one designated point of contact from the contractor/construction team communicates with the city regarding the TCO.



The following requirements are meant as general guidelines only, the actual process may vary based on project specifics.

- The following items will be considered before a TCO is issued:**
- All fire life safety, exiting/egress requirements and accessibility must be complete.
 - The structure must be safe to occupy and no substantial hazards shall exist.
 - If they have not finalized the project already, Downey Fire Dept., Public Works/Engineering, Planning, and any other government body involved in the project, such as L.A. County Health Dept. must provide written approval that they concur and have no issue with the Building Department issuing a TCO.
 - The scope of the remaining work and its impact on the use of the space.
 - How the space will be maintained safe and accessible while the remaining work is completed.
 - The timeframe needed to complete the remaining work.

The contractor shall work with their inspector and request a TCO inspection.

At the TCO inspection the inspector will verify:

- Fire life safety, exiting/egress, and accessibility have been completed.
- The structure and site are safe to occupy and no substantial hazards exist.
- All plan revisions and deferred submittals have been submitted and approved (such as building signage).
- There are no pending fees.
- Business License process has been started and must be obtained by final.
- Inspector will verify project finals (or written approvals for the Building Official to issue a TCO) from Downey Fire Department, Public Works, Planning, and any other government body involved.
- Inspector will compile a list of pending corrections and items that must be addressed prior to final inspection and Certificate of Occupancy issuance.
 1. Applicant shall submit a formal request for TCO, via email to the Building Official. This request shall list all outstanding corrections and pending items (along with a timeframe to complete the remaining work) that still need to be addressed before a C of O is issued.
 2. If the Building Official agrees to issue a TCO, the customer will pay a TCO issuance fee of \$940.22 (FY 24-25).

TCO's are valid for 30 days

Please allow 48-72 hours processing time for a TCO

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