



CITY OF PALM DESERT
Building & Safety
Department

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Revised
10-8-12

73510 Fred Waring Drive
Palm Desert, CA 92260
Phone: (760) 776-6420
Fax: (760) 776-6392
www.cityofpalmdesert.org

Temporary Certificate of Occupancy (TCO) Process

Note: The City of Palm Desert Building and Safety Department does not issue Residential Temporary Certificates of Occupancy.

Owners of Commercial structures may apply to request a Temporary Certificate of Occupancy (TCO) prior to final approval by the Building and Safety Department, in accordance with California Building Code (CBC) 111.3.

A TCO is typically requested when the **MAJORITY** of the construction is completed including all **fire-life safety and ADA** requirements and there remain only minor finishing touches such as portions of landscape area, signage, etc. ***A TCO shall not be considered if any "life and health safety and Accessible" items exist.***

Process to request a TCO: **Note: All written requests require five (5) working days to process.**

1. Complete the Request for Temporary Certificate of Occupancy form attached.
2. Submit the request to the Director of Building and Safety for review and consultation with the Inspection staff to determine feasibility at the given project.
3. If a TCO is feasible, the Director of Building and Safety will route the Request for Temporary Certificate of Occupancy to those Departments that have not yet approved the project for a Certificate of Occupancy.
4. The reviewing Departments will indicate approval or denial and list all deficiencies related to this project and forward their list to the Director of Building and Safety. Once the approval is obtained from all Departments, a TCO will be generated.
5. The applicant shall provide the Director of Building and Safety with a projected completion date for each pending construction item.

6. The property owner, builder, and their contractor must sign the TCO contract.
7. Typically a TCO is granted for a period not to exceed 30 days.
8. The Contractor/Developer/Owner shall request a final inspection approval from each Department not yet providing their respective final approval through the Building and Safety Department on or before the expiration date listed on the Temporary Certificate of Occupancy. Failure to obtain a permanent Certificate of Occupancy by the date stipulated may result in a suspension of utilities serving the property, TCO revocation, and/or applicable legal proceedings.
9. When the Building and Safety Department receives all City and County Department (listed below) **final** approvals, a final Certificate of Occupancy will be issued.

City & County Departments

Contact Phone Numbers

BUILDING AND SAFETY DEPARTMENT
PUBLIC WORKS ENGINEERING
PUBLIC WORKS LANDSCAPING
PLANING DEPARTMENT
RIVERSIDE COUNTY FIRE DEPARTMENT
RIVERSIDE COUNTY HEALTH DEPARTMENT

760-776-6420
760-346-0611 EXT. 450
760-346-0611 EXT. 450
760-346-0611 EXT. 483
760-346-1870
760-863-8287



DEPARTMENT of BUILDING & SAFETY REQUEST FOR TEMPORARY CERTIFICATE OF OCCUPANCY (T.C.O.)

Date: _____ Project Number: _____

Applicant: _____ Phone Number: _____

Address: _____

Applicant requests, pursuant to Section 111.3 of the 2013 Edition, of the California Building Code, that a Temporary Certificate of Occupancy (TCO) is issued by the Director of Building & Safety, City of Palm Desert, for the use commencing on _____ of buildings and structures located at _____ in the City of Palm Desert.

(Please allow five (5) working days to process your request)

Reason for Temporary Occupancy:

- TESTING OF EQUIPMENT
- OPEN FOR BUSINESS STOCKING ONLY
- OTHER _____

When requesting only a portion of the building describe in detail the area that you are requesting:

Applicant understands and acknowledges that the temporary occupancy is requested prior to the completion of the conditions of approval as shown below:

<u>Department</u>	<u>Approved</u>	<u>Signature</u>	<u>Date</u>
<input type="checkbox"/> Fire Department	<input type="checkbox"/> Exhibit A <input type="checkbox"/>	_____	_____
<input type="checkbox"/> Planning Department	<input type="checkbox"/> Exhibit B <input type="checkbox"/>	_____	_____
<input type="checkbox"/> Public Works Department	<input type="checkbox"/> Exhibit C <input type="checkbox"/>	_____	_____
<input type="checkbox"/> Landscape Department	<input type="checkbox"/> Exhibit D <input type="checkbox"/>	_____	_____
<input type="checkbox"/> Building Department	<input type="checkbox"/> Exhibit E <input type="checkbox"/>	_____	_____
<input type="checkbox"/> Other	<input type="checkbox"/> Exhibit F <input type="checkbox"/>	_____	_____

(The Building Department is the last to sign)

And further agrees to install and complete the items listed above to the satisfaction of the city staff prior to

_____. **(No extensions of time will be considered)**

(Date)

In consideration of the granting of such temporary use, the undersigned waive any cause of action against the City of Palm Desert, or any officers or employees thereof, because of any defect in building construction, installation of gas or electrical equipment, or for any other defect in connection to or disconnection from any utilities which may cause any damage whatsoever to the premises, any other premises, or any person or persons. The undersigned further agree to hold the City of Palm Desert, or any officers or employees thereof, harmless from any liability caused by such temporary clearance. I further acknowledge that the issuance of a Temporary Certificate of Occupancy requires that completion of construction be done in a timely manner and that all utilities may be turned off for any hazardous conditions or for not completing the construction.

OWNER: _____
(Print Name)

CONTRACTOR _____
(Print Name)

OWNER: _____
(Signature)

CONTRACTOR: _____
(Signature)

DATE: _____

DATE: _____

APPROVED: _____
Director of Building & Safety

DATE: _____