



City of Fullerton
Community Development Department-
Building Division
303 W. Commonwealth Ave.
Fullerton, CA 92832
714-738-6541
www.cityoffullerton.com

REQUEST FOR TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)

Rev:03.05.2019

Project Address: _____

Business Name: _____ Building Use: _____

Business Owner's Name: _____ Telephone: _____
 Applicant's Name

Address: _____

Business Owner's/Applicant's Email Address: _____

If occupancy is partial, specify location. Include Site/Floor Plan: _____

Reason for Request: _____

If approved, the Temporary Certificate of Occupancy (TCO) **will become void after 30 calendar days** of date of issuance; at which time permanent Certificate of Occupancy will be granted or occupancy terminated. The applicant is aware that Section 111.1 of the California Building Code indicates, in part, that no building or structure shall be used or occupied until the Building Official, or authorized representative, has issued a Certificate of Occupancy. Failure to obtain a Certificate of Occupancy, or terminate occupancy at time of expiration of TCO, may receive notice of violation from code enforcement.

Initials _____

The applicant understands that the fee is not refundable. The request for Temporary Certificate of Occupancy does not grant any utility service release.

Initials _____

The applicant hereby agrees to hold the City of Fullerton, its officers, and employees free and harmless from any incidence or occurrence, which may occur as a result of this TCO.

Initials _____

Applicant's Signature _____ Date _____

FOR OFFICE USE ONLY * TCO FEE \$617.75

Bldg. Permit No. _____ Occupancy Group _____ Type of Construction _____
 Total Area of Building _____ sf Approved Use _____ Area to be occupied _____ sf

Releases	OK to Issue	Date Approved	Notes/Conditions
Building	_____	_____	_____
Plumbing/Mechanical	_____	_____	_____
Electrical	_____	_____	_____
Fire	_____	_____	_____
Planning	_____	_____	_____
Public Works	_____	_____	_____

Received Date _____ Approved Date _____ Denied Date _____

Expiration Date _____ Notified By _____

Building Official's Signature _____ Issue Date: _____