



TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)
APPLICATION

Section 109A of the Port of San Francisco Building Code requires all buildings to have a Certificate of Occupancy. No building or structure shall be used or occupied and no change in the existing occupancy classification (change of use) of the building shall be made without the issuance of a Certificate of Final Completion and Occupancy.

Certain projects may apply for a TCO. TCO approvals are based on written authorization of regulatory agencies such as SFFD (Port Fire Marshall), DPH, SFPUC, MOD, etc.; the completion of all life safety items, access provisions for the physically disabled, the number of outstanding items for final completion, the status of inspections, and the expected date for work to be completed.

When applicable, copies of SFFD, DPH, SFPUC, MOD, etc. written TCO approvals, in lieu of Final Approvals, must be attached. Please complete the information below, and submit to the Building Permits Desk at Pier 1, M-F 8:30-11:30am:

BUILDING PERMIT # _____

APPLICANT _____ PHONE _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

I AM THE [] OWNER [] CONTRACTOR

List on Page 2 of this form all outstanding items for final completion. If necessary, include provisions being made to provide life safety and accessibility for the interim of the TCO.

List below all additional permits related to this project (i.e. deferred permits, sprinkler permits, fire alarm permit, etc.).

Does this TCO application apply to the complete scope of work for this permit number? [] YES [] NO

If NO: Attach separate sheet to define all areas applicable to this application and approval

I agree to obtain a Certificate of Final Completion and Occupancy prior to expiration as required by Port of San Francisco Building Code Section 109A and am aware that issuance of a TCO does not constitute completion of a construction project. It is the responsibility of the owner and the contractor to control the use and occupancy of a building until all final approvals and inspection requirements are completed and a Certificate of Final Completion and Occupancy is obtained.
I understand and agree that the Chief Harbor Engineer may suspend or revoke a TCO approval due to non-compliance issues with the Port of San Francisco Building Code in accordance with Section 109A.6.
Printed Name: _____ Date: _____
Signature: _____

OUTSTANDING ITEMS

List all outstanding items.

Check box if outstanding items are attached on a separate sheet of paper.

INTERIM PROVISIONS

List all life safety and accessibility interim provisions if applicable.
(Note 'none' if no interim provisions are necessary)

Check box if interim provisions are attached on a separate sheet of paper.