County *of* Napa
Building Division

A Tradition of Stewardship
A Commitment to Service

TCO REQUEST

For Temporary Certificate of Occupancy

Pursuant to the current California Building Code Section 111.3 and the current California Residential Code Section R110.4, the Chief Building Official (CBO) is authorized to issue a Temporary Certificate of Occupancy (TCO) prior to completion of all work described in your permit, provided such portion (s) of the project are deemed safe to occupy. Although a Certificate of Occupancy is encouraged prior to occupancy, the CBO may issue a TCO near the completion of a project. Per Napa County Ordinance, TCO's will not be issued for the use of hospitality buildings or areas within buildings designated for hospitality use.

The TCO application process may take up to three (3) weeks to complete and acceptance of this application does not guarantee approval. The number of days which a TCO may be granted is limited. It is not to exceed 180 days which is the maximum time allowable as per the Napa County Code Section 15.08-070(B). Along with this application, you are required to provide one copy of the Site Plan & Floor Plan which clearly identify the proposed area of occupancy and a work plan indicating the remaining work to be completed and the approximate completion date of the project. Prior to approving your application, the Chief Building Official and other reviewing divisions are required to conduct a plan review and project research. A site inspection may be required and must be scheduled before the TCO may be issued. Prior to submitting your application, your project must be close to completion and all life and safety conditions be met. The fee for a TCO is $1,868.35 ($1738.00 Building Fee + 130.35 General Plan Surcharge). The Temporary Certificate of Occupancy is authorized and approved by the Chief Building Official and will take effect on the date the Letter of Approval is signed by the Chief Building Official. The Letter of Approval will contain the following information: (1) Area approved for occupancy (2) Approved use for occupancy and (3) Total number of days granted for temporary occupancy. The TCO may be revoked if at any time the project is found to be in violation of the terms of the TCO.

PERMIT INFORMATION

Permit Number: _____ Work Description: _____

APN# ☐☐☐ – ☐☐☐ – ☐☐☐ Street Address: _____

Suite/Unit #: _____ City: _____ Zip: _____

PROPERTY OWNER

Owner Name: _____ Is the Permit Held in This Name? ☐ Y ☐ N

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

OCCUPYING TENANT

Name: _____ Is the Permit Held in This Name? ☐ Y ☐ N

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

PRIMARY CONTACT

Primary Contact Name: _____

Firm: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

CONTRACTOR

Is the Permit Held in This Name? **Y N**

Company Name: _____ License #: _____ Class: _____ Expires: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

REASON FOR REQUEST

You must provide one copy of a Site Plan & Floor Plan highlighting the areas of the building you intend to occupy. You must also provide a work plan that lists the work that needs to be completed on the project and the expected completion dates. Below please provide a detailed description of the activities/use that will take place in these areas.

Detailed description of area to be occupied:

_____

_____

_____

_____

_____

_____

Anticipated date TCO needs to be issued:_____

Anticipated time for completion of the whole project: ☐ **3 months** ☐ **4 months** ☐ **5 months** ☐ **other**

Applicant acknowledges that if work is not complete within 6 months, the County will rovoke the TCO.
Signature_____

FOR OFFICE USE ONLY

☐ Site Plan Included Depts Required: ☐ Fire ☐ Planning ☐ Engineering ☐ Public Works ☐ Environmental Health

☐ City Services _____