

Request for Temporary Certificate of Occupancy

January 2026

A **Temporary Certificate of Occupancy (TCO)** may be requested when the applicant would like to have a portion or phase of a project occupied before the entire project is complete. TCOs may be granted for various levels of occupancy.

Examples include:

- A request for full or partial occupancy of a building to be opened to the public prior to final completion.
- Stocking only (e.g., furniture, equipment, or supplies).
- Stocking and employee training (including estimated number or employees if applicable).

A **\$125.00 processing** fee is due for each TCO request, including first-time requests, renewals, revisions, and extensions. Once the application is received, **and all required agency/division approvals have been provided**, applicants should allow **up to 5 business days** for processing.

Temporary Certificates of Occupancy (TCOs) are typically granted for a standard **period of 30 business days**.

Instructions and Requirements for Temporary Certificate of Occupancy (TCO) Requests

Before submitting a TCO request, applicants must verify, and schedule all required inspections for the relevant parts of the project that are to be covered by the TCO. Please refer to the **approval division contacts** on the second page.

For an inspector to grant TCO approval, the specified project areas must be deemed safe and in compliance with the minimum code requirements and approved construction plans.

TCO issuance is contingent upon approval from **all applicable divisions and outside agencies**, for the type of occupancy being requested. These may include, but are not limited to:

Agency/Division	Project Description	Requirement Type	Requirement
Planning Division	New Commercial Multifamily Development	Site Inspection	Site inspection required: Site plan, elevations, landscaping, and project conditions inspected for consistency.
Development Engineering Division	New Commercial Multifamily Development	Field Inspection	Completion of onsite and offsite improvements (streetlights, curb, gutter, sidewalk, drainage, etc.) Sewer and water acceptance (provided by applicant from Sacramento County)
		Administrative	All agreements signed and executed All applicable fees paid
CCSD Fire Department	New Commercial Multifamily Development Tenant Improvements	Inspection/Approval	Signed approved TCO inspection on Fire Inspection Card provided by applicant to Building Division
Sacramento Co. Environmental Management	All food establishments Commercial and MF - Swimming Pools	Operational Approval	Signed Approval to Operate (for all food establishments)
Building Division	New Commercial Multifamily Development Tenant Improvements	Inspection	Fire-life safety items approved and inspected
		Administrative	Plan revisions/deferrals approved and inspected All outstanding fees paid
		Coordination	All applicable agency/division TCO approvals confirmed.

It is the applicant's responsibility to ensure that all necessary inspections are completed and approved by the relevant agencies/divisions **prior to TCO request**.

Failure to obtain the necessary approvals may delay or prevent the issuance of a Temporary Certificate of Occupancy

Please complete this form to request a Temporary Certificate of Occupancy. Please type or print clearly.

Reason for Temporary Occupancy request: (Check one that applies)

First Request: Renewal: (for expired TCO) Revision: Extension: (existing TCO)

Project Address: _____ Permit #: _____

Project/Business Name: _____ Planning Project #: _____

Reason for Request: _____

Requested Effective Date of TCO: _____ Requested Duration of TCO: _____

Requesting full occupancy or partial occupancy under TCO: **Full Occupancy** **Partial Occupancy**

If requesting partial occupancy, please specify area(s) and/or floor(s) to be occupied: _____

Applicant Name: _____ Relationship to Project: _____

Email: _____ Phone #: _____

Signature: _____ Date: _____

Agencies/Division Approvals

All required agencies and division approvals must be obtained **prior to submission** of this TCO request. Applicants have three options for providing or obtaining these approvals:

1. Submit separate documentation from each agency/division confirming approval.
2. Obtain signatures directly on this request form from the applicable agencies/divisions in the section provided below.
3. Request the Building Division to coordinate agency/division approvals or return comments. *Please note: This option will add approximately two weeks to the processing time.*

TCO requests can be submitted directly to **Sarah Sandoval** using the contact information below or emailed to Bldonline@elkgrove.gov for processing.

For questions regarding the Temporary Certificate of Occupancy process, please contact Sarah Sandoval at ssandoval@elkgrove.gov or by phone at (916) 478-3629.

Approval Division	Phone/Email	TCO Approval Signature	Date
CCSD Fire Dept.	(916) 405-7100 www.cosumnescsd.gov/471/Fire-Prevention		
Planning Division	(916) 478-2265 planner@elkgrove.gov		
DS Engineering Division	(916) 627-3436 dengineering@elkgrove.gov		
Sac. County Environmental Health	(916) 875-8484 EMDinfo@saccounty.net		
Reason for denial:			
Approval:			

Flow Chart for TCO Process

Option 1

Applicant obtains all required agency/division approvals prior to submitting TCO Request

Completed TCO Request Form and all agency/division approvals to be submitted to Sarah Sandoval at ssandoval@elkgrove.gov for review and processing
***5 Business Day review and processing**

An Invoice is issued for TCO application fee

The coordinator will review and confirm all agency/division approvals provided, with or without minor conditions.

Applicant provided with a list of all outstanding items required from the Building Division. This may include, but is not limited to, any incomplete reviews, pending documentation, and any remaining fees.

If the project is deemed ready, Coordinator will coordinate and schedule the TCO inspection with the building inspector.

Corrections required from the Building Inspector

Once corrections have been completed, the applicant must re-schedule the TCO inspection with

TCO Inspection approved by the Building Inspector

Temporary Certificate of Occupancy Issued

Option 2

Applicant may request Building Division coordinate agency/division approvals or comments.
***Two-week review and response time**

An Invoice is issued for TCO application fee

The coordinator sends an internal request to all applicable divisions to either approve the Temporary Certificate of Occupancy (TCO) or provide a list of any outstanding items to be returned to the applicant.

The Temporary Certificate of Occupancy (TCO) request has major conditions, outstanding items, and/or unaddressed corrections. TCO denied. An outstanding list of items will be provided to the applicant.

Applicant to submit another TCO request with coordinator once the minimum conditions and/or corrections are completed.

If the project is deemed ready, Coordinator will coordinate and schedule the TCO inspection with the building inspector.

Corrections required from the Building Inspector

Once corrections have been completed, the applicant must re-schedule the TCO inspection with the coordinator.

TCO Inspection approved by the Building Inspector

Temporary Certificate of Occupancy Issued