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| COO Logo Building Dept | **CITY OF ONTARIO**  **BUILDING DEPARTMENT**  303 East B Street  Ontario, CA 91764  Phone (909)395-2023, Fax (909)395-2180 | **INFORMATION BULLETIN**  **120**  Effective: 9 / 6 / 2023  Revised: --- |
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| TEMPORARY CERTIFICATE OF OCCUPANCY | | |
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| A Temporary Certificate of Occupancy (TCO) is issued to an owner/tenant who wishes to occupy all or portion of a building before all the required improvements are completed and approved by the City. In order to obtain a TCO from the Building Department, the applicant shall first obtain a Final Approval from the Building and Fire Departments. In addition, the owner/tenant shall submit his or her written request for a TCO to the Building Official, together with a $1,000 non-refundable payment to cover the cost of additional inspections by city staff, and a $20,000 deposit.  The written request shall include the following information:   * Project identification, i.e., name, address, DAB number, permit number. * Desired date of early occupancy. * The reasons for early occupancy. * Outstanding improvements/requirements for Final Occupancy. * Projected date of Final Occupancy. * An acknowledgement that the $20,000 deposit will be forfeited to the City should the owner/tenant fail to obtain a final certificate of occupancy by the date specified unless an extension is granted by the Building Official.   In the event the request for TCO is not approved, the $20,000 deposit will be immediately returned to the owner/tenant. Should the owner/tenant wish to submit a second written request for TCO, it shall be accompanied by an additional non-refundable payment of $500 along with the $20,000 forfeitable deposit.  **Final Certificate of Occupancy:** Once all improvements are completed, the applicant shall submit another written request to the Building Official for a Final Certificate of Occupancy and request a refund of the $20,000 deposit.  If you have any questions, please call (909) 395-2023.   |  |  |  |  | | --- | --- | --- | --- | | *Approved by:*  *James Caro, BO* | *Date:* | *Prepared by:*  *Setiawan Ganda* | *Date:* | | | |