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| COO Logo Building Dept | **CITY OF ONTARIO** **BUILDING DEPARTMENT**303 East B StreetOntario, CA 91764Phone (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.

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| *Approved by:*  *James Caro, BO* | *Date:*  | *Prepared by:*  *Setiawan Ganda* | *Date:*  |

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