



DEVELOPMENT SERVICES – BUILDING INSPECTION

**SUBMITTAL GUIDELINES:  
 TEMPORARY OCCUPANCY FOR  
 SINGLE FAMILY RESIDENTIAL BUILDINGS**

**KEYPOINTS**

- ❖ Per PAMC Section 16.04.090, for the purpose of temporary occupancy, failure to progress a project to the next level of required inspection shall be deemed to be suspension of the work and the permit will expire.
- ❖ No furniture or stock shall be moved in. Occupants shall occupy the building until inspection approval of the temporary occupancy is granted.

**PROJECT INFORMATION**

Building Permit Number: \_\_\_\_\_

Jobsite Address: \_\_\_\_\_

Date of Proposed Occupancy: \_\_\_\_\_

THIS SECTION FOR OFFICE USE ONLY	
Received Stamp	Approval Stamp

(Please proceed to the next page for instructions and TCO application.)

**INSTRUCTIONS**

Prior to requesting temporary certificate of occupancy, please make sure that the following have been achieved.

- Construction and debris (C&D) approval has been granted.
- Green Building Final inspection has taken place and approved. The inspector must indicate the remaining items and support the issuance of a TCO. See all requirements on your GB-1 sheet.
- Fire, Planning, and Public Works Departments have provided Final Approval or TCO inspections (as applicable).
- All project-specific items in the Conditions of Approval (COAs) sheets have been completed and confirmed by the appropriate department.
- All plan revisions and deferred submittals have been submitted, reviewed, and approved by all applicable departments.
- Confirm that all survey letters, engineer of record (EOR) letters, and special inspection (SI) reports have been provided to the city. If they have not been provided to the City of Palo Alto, please email them to the following address: [SpecialInspectionReports@CityofPaloAlto.org](mailto:SpecialInspectionReports@CityofPaloAlto.org)
- Follow and comply with all "[Living in House during Construction](#)" requirements.

**TCO APPLICATION****1. REMAINING CONSTRUCTION ITEMS**

Use the attached sheet to complete an itemized list showing the extent of construction that will remain at the time of proposed occupancy. Also include an estimate of the time period needed to complete remaining items.

**2. FINAL AFFIDAVITS, LETTERS, AND REPORTS**

Provide the date when the letter/report was submitted or select "Not Applicable."

AGENCY	DATE SUBMITTED	NOT APPLICABLE
Special Inspection Final Affidavit		<input type="checkbox"/>
Survey Letter (Setbacks/DLP*)		<input type="checkbox"/>
Engineer of Record Final Report		<input type="checkbox"/>
HERS/Energy Reports		<input type="checkbox"/>
Backflow Preventer Certification		<input type="checkbox"/>

\* Daylight Plane (DLP)

**3. APPROVALS FROM OTHER DEPARTMENTS**

Provide the date when the approval was granted or select "Not Applicable."

DEPARTMENT	FINAL APPROVAL DATE	TCO APPROVAL DATE	NOT APPLICABLE
Fire			<input type="checkbox"/>
Planning			<input type="checkbox"/>
Public Works			<input type="checkbox"/>
Urban Forestry/MWELO			<input type="checkbox"/>
Other:			<input type="checkbox"/>

**4. BUILDING DEPARTMENT**

Did you receive Final Approval or were you approved for TCO by the Building Department Green Building Specialist? Provide the date when the approval was granted or select "Not Applicable."

SPECIALIST	FINAL APPROVAL DATE	TCO APPROVAL DATE	NOT APPLICABLE
Green Building			<input type="checkbox"/>

**5. REVISIONS AND DEFERRED SUBMITTALS**

Use the attached sheet to complete an itemized list of all plan revisions and deferred submittals. They must have been submitted, reviewed, and approved by the City of Palo Alto prior to requesting TCO.

(See the pages that follow for additional required information.)

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**6. ACKNOWLEDGEMENT AND CONFIRMATION OF COMPLIANCE**

We understand and agree that the City of Palo Alto reserves the right to issue citations if any portion of the structure is occupied prior to approval and may be subject to code enforcement compliance and citations.

**7. CONTACT INFORMATION**

**CONTRACTOR**

Name:

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Address:

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Email Address:

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Phone Number:

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Signature:

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**OWNER**

Name:

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Address:

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Email Address:

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Phone Number:

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Signature:

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**8. ENCLOSED PAYMENT**

Please check with the staff at the Development Services Center for the latest fee schedule. Alternatively, you can verify the latest fee schedule [online](#).

**9. REMAINING CONSTRUCTION ITEMS LIST**

ITEM	DESCRIPTION OF WORK	COMPLETION DATE
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

**10. REVISIONS (R) AND DEFERRED SUBMITTALS (DS) LIST**

ITEM	R	DS	REV. NUMBER (EX. 18REV-XXXXX)	DESCRIPTION	DATED ISSUED
1					
2					
3					
4					
5					