



## MEMORANDUM

July 1, 2008

TO: BUILDING DEPARTMENT STAFF AND INTERESTED APPLICANTS

FROM: LARRY PERLIN  
CHIEF BUILDING OFFICIAL

Subject: REQUIREMENTS FOR CONSTRUCTION PHASING (Phased Occupancy\*)  
\*subject to fees for major and minor projects for temporary occupancy request.  
See TCO checklist for additional requirements and associated fees.

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It is sometimes desirable or necessary to phase the completion of large scale or complicated commercial projects on a space by space basis, where each phase is completed prior to work being done on another phase. The following items are required in order to obtain approval for a phased construction project:

1. A phasing plan must be submitted and approved showing the areas to be phased and how the required exiting system for each phase is to be maintained and all other pertinent information (see below).
2. Each completed phase must be code complying including the requirements for exiting, disabled access, light and ventilation, parking, emergency response, etc.
3. The access to and within the completed phase must be separated from the construction areas so that occupants of the building are not required to be in or go through the construction areas.
4. The construction staging areas must be shown on the phasing plan. The staging areas must be kept separate from the required parking areas, required entrances and exits of the completed phases and any occupied areas
5. Phase boundaries must be clearly identified on the phasing plan.

6. Electrical and gas services provided to the completed phase shall be completed to the point of service. In addition, these services must be secured in such a way that construction areas are not also serviced thereby putting workers at unexpected risk.

7. Mechanical systems serving the completed phase shall be completed to the units providing the heating, ventilating and air-conditioning for the completed phase.

8. Plumbing systems serving the completed phase shall be completed to the points of service and discharge.

9. Any partial release of conditions of approval for a selected phase must be obtained in advance by the Division or Department requiring the condition. Note especially Planning Division conditions of approval.

10. Approval of the phasing plan is required prior to a request for an inspection based on such plan.

11. Provide other department approvals including Fire, Utilities, Planning, Public Works as required, similar to Temporary Certificate of Occupancy request.

12. Fire Suppression systems should be complete and not effected by phased occupancy.

13. If Fire Final is not practical, there may be a fee from Fire for TCO/Phased Occupancy.

Once phased occupancy request has been submitted and approved, an inspection for phased TCO is required. At the time of inspection, compliance shall be verified by the Building Inspector. If all requirements are verified, phased TCO shall be allowed for **180 days only**. Work shall be completed expeditiously to avoid reactivation penalties for expired permits.

# PHASED OCCUPANCY PLAN REQUIREMENTS

DRAFTED 5/15/08

Provide a fully detailed plot plan and building plan including all floors detailing the following:

- Fire sprinklers/ location of fire hydrants
- Stand pipes
- Fire Alarm systems
- Rated corridors
- Exits
- Elevators ( if applicable)
- Work to be done under article 87 & 49
- Signage
- Area separation walls
- Construction separation walls
- Fire department access routes
- Construction staging
- Transition units / space
- Egress / Path of travel from building through construction traffic
- Exterior lighting
- Interior lighting
- Construction parking
- Public parking
- Constuction parking
- Smoke/ Fire dampers
- Temporary barriers
- Gas Service
- Electrical Service
- Knox boxes

## **Provide Project Information:**

Project name:  
Address:  
Description of work:  
Legal description (APN):  
All Permit numbers:  
Property owner / builder:

## **Construction Information:**

Type of Construction:  
Height:  
Number of units:  
Total area:

Overview: of sequence of phased occupancy  
Signage page: showing all signs to be used