

**City of Palo Alto**  
**Temporary Occupancy Procedures (Building Division)**

**STANDARD REQUIREMENTS FOR TEMPORARY OCCUPANCY  
OF COMMERCIAL/INDUSTRIAL BUILDINGS, TENANT SPACES AND MULTI-UNIT  
RESIDENTIAL BUILDINGS**

Rev. 8/13/15

**IN ADDITION TO THE BUILDING DEPT. TCO, A FIRE DEPT. TCO IS ALSO REQUIRED**

**Submittal Requirements:**

1. A written request for temporary occupancy shall be submitted on company letterhead to the Building Division Inspection Services at least **10 working days prior to the proposed occupancy date** (see **attached sample application**). The request shall include the following information:
  - a) Building permit number, jobsite address
  - b) The proposed date of occupancy
  - c) The tenant's name and telephone number
  - d) A description of the extent of construction that will be remaining at the time of the proposed occupancy and an estimate of the time period needed to complete those items.
  - e) Signatures of the contractor, tenant and building owner with the contact information

**NOTE: IF SUBMITTAL REQUIREMENTS ARE NOT COMPLETE YOUR APPLICATION WILL BE DENIED .**

**TCO Fee:**

2. Payment of the required \$375.00 fee for minor project (<10,000 sf) temporary occupancy or \$896.00 for major (>10,000 sf) project temporary occupancy, is to be received at the time the above letter is submitted.

**Minimum Temporary Occupancy Requirements:**

3. **All special inspection reports** and the final affidavit shall be submitted, reviewed and accepted by the Inspection Services Division. (if applicable)
4. **Public Works Department sign-off** shall be received and documented on the building permit. (if applicable)
5. **Fire Department sign-off** shall be received and documented on the building permit.
6. **Compliance with all project conditions**, including but not limited to:
  - a) Building color
  - b) Architectural features
  - c) Parking, including number of spaces and configuration
  - d) Bicycle parking, racks and/or lockers
  - e) Landscaping
  - f) Other project specific conditions
  - g) Green buildings and C&D tag approval
  - h) County health department
7. **All accessibility requirements** for building access, common areas and occupied areas shall be completed.

8. **All exit systems serving the proposed occupied areas** are to be completed and shall be maintained clear of all construction related activities, personnel and materials.
9. **All plan revisions** for the building shell (if applicable) and tenant improvement permits shall be submitted, approved and on the jobsite.
10. The **occupying tenant** shall have submitted a Use and Occupancy application form.
11. The **fire sprinkler system** shall be 100% complete and operational.
12. **The tenant area**, proposed to be occupied, shall be completed to a level meeting all occupancy related code requirements.

**BE ADVISED THAT NO FURNITURE OR STOCK SHALL BE MOVED IN, AND NO TENANT EMPLOYEES SHALL OCCUPY THE BUILDING OR SPACE UNTIL INSPECTION APPROVAL OF THE TEMPORARY OCCUPANCY IS GRANTED BY THE BUILDING INSPECTOR.**

**SAMPLE:** Temporary Occupancy Application

**CONSTRUCTION COMPANY LETTERHEAD**

Inspection Services Department  
City of Palo Alto Development Center  
285 Hamilton Ave., 1st Flr  
Palo Alto, CA 94301  
01/01/07

Re: **Request for Temporary Occupancy (Permit #)**

Builder is requesting Temporary Occupancy for Tenant Improvement project at (job address)

**1a. Date of proposed occupancy:**

**1b. Tenant Information:** Business name, address, phone number, contact person

**1c. Remaining Construction:**

**2. Special Inspection Reports:**

**3. Public Works Department Final Approval:**

**4. Fire Department Final Approval:**

**5. Project Conditions:**

**6. Accessibility:**

**7. Exit Systems:**

**8. Plan Revisions:**

**9. Use and Occupancy Permit Application submitted:** Provide date submitted

**10. Occupancy Related Code Requirements:**

**11. Temporary Occupancy Fee enclosed**

**12. Contractors printed name, address, email, signature, and valid phone number**

**13. Tenants name, address, email, signature, and valid phone number**

**14. Building owners name, address, email, signature, and valid phone number**

**\*\*Please allow up to 10 working days for Building Department review.\*\***