



A Tradition of Stewardship
A Commitment to Service

TCO REQUEST

For Temporary Certificates of Occupancy

The 2019 California Building Code and the 2019 California Residential Code authorizes the Building Official to issue a temporary certificate of occupancy (TCO) before the completion of the entire work covered by a permit, provided that such portion or portions shall be occupied safely. An actual Certificate of Occupancy is encouraged, however, occasionally the County of Napa will issue a TCO near the completion of a project for purposes of winery production (crush) or other special circumstances. TCO's cannot be issued for the occupancy of hospitality buildings.

The following application provides the Building Official and other departments/divisions the needed information to consider your request for a TCO. **In addition to this application you must provide one copy of a site and floor plan that clearly identify the proposed area of use and a work plan that indicates the remaining work to be completed on the project and the approximate completion dates.** Please complete this application and submit to the Building Official along with your site/floor plan and work plan. An incomplete application will result in a delay of the review. You will be charged a minimum fee of two (2) hours of plan review and project research at \$140.00 per hour at the time of submittal. Each additional hour of plan review or research will be assessed and paid in full upon completion of the application process. Please be certain that all life and safety conditions have been addressed and that you are close to completing the project. Several agencies will be required to approve the TCO application and site inspections may need to be scheduled prior to its issuance. It will take approximately 3 weeks to process a TCO. Depending on the length of the review, there may be additional fees. Acceptance of a TCO application does not guarantee approval.

Please be advised that if a TCO is granted it will be for a limited time as determined by the Building Official NOT to exceed the maximum time allowed by the Napa County Code, Section 15.08.070 B, which is 180 days. Occupancy cannot begin until you have received your written TCO Approval Letter, signed by the Chief Building Official. This document will indicate the areas approved for occupancy, the approved use, and the duration of the TCO.

PERMIT INFORMATION

Permit Number:	Work Description:	
APN# <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>	Street Address:	
Suite/Unit #:	City:	Zip:

PROPERTY OWNER

Owner Name:	Is the Permit Held in This Name?	Y	N
Address:	City:	State:	Zip:
Phone:	Fax:	Email:	

OCCUPYING TENANT

Name:	Is the Permit Held in This Name?	Y	N
Address:	City:	State:	Zip:
Phone:	Fax:	Email:	

PRIMARY CONTACT

Primary Contact Name: _____

Firm: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

CONTRACTORIs the Permit Held in This Name? **Y N**

Company Name: _____ License #: _____ Class: _____ Expires: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

REASON FOR REQUEST

You must provide one copy of a Site Plan & Floor Plan highlighting the areas of the building you intend to occupy. You must also provide a work plan that lists the work that needs to be completed on the project and the expected completion dates. Below please provide a detailed description of the activities/use that will take place in these areas.

Detailed description of area to be occupied:

Anticipated date TCO needs to be issued: _____

Anticipated time for completion of the whole project: 3 months 4 months 5 months other

Applicant acknowledges that if work is not complete within 6 months, the County will revoke the TCO.

Signature _____

FOR OFFICE USE ONLY

Site Plan Included Depts Required: Fire Planning Engineering Public Works Environmental Health

City Services _____