



City of Oakland
PLANNING & BUILDING DEPARTMENT
 250 FRANK H. OGAWA PLAZA. SECOND FLOOR. OAKLAND, CA. 94612

TEMPORARY CERTIFICATE OF OCCUPANCY REQUEST

Non-Refundable \$750.47 Application fee

How to obtain a TCO:

1. Fill out the complete TCO application (both pages) **with** Utility Disconnect Letter (this applies even if building has permanent utilities) and send via email to **TCORequest@oaklandca.gov**.
2. If TCO application can be processed, permit inspection Senior staff will forward TCO application to PBD cashier who will then contact project for payment. If unable to process TCO application, project will be notified. **Note: Impact Fees may be applicable. PAYMENT OF FEES IS NOT A TCO APPROVAL.**
3. Once TCO payment has been made, attach the receipt issued by the Cashier to the TCO application and please obtain all signatures from all applicable parties (DOT, PWA, FIRE, all trade inspectors, and other non-City of Oakland or Port of Oakland agencies) on the form.
4. Once all signatures from all applicable parties with any specific conditions are obtained, please contact your primary building inspector for their signature and specific conditions.

Upon Building Inspector signature TCO takes effect, not when fees are paid.

JOBSITE ADRESS							
PERMIT NUMBERS							
USE OF PREMISES							
ADDRESS		CITY		STATE		ZIP	
TELEPHONE		EMAIL					
PROPERTY OWNER							
REQUESTOR		DURATION REQUESTED	60	DAYS	VACATE DATE	60 days from Building Inspector Signature	

Referenced project requests temporary approval to occupy the premises before final approval. Project understands that Final inspection approvals must be obtained before expiration of the TCO ("vacate date"). Otherwise, the premises must be vacated immediately, or the occupants and owner will be subject to citation and fines and the utilities may be disconnected without further notice.

Describe area for occupancy if partial occupancy is being requested:

PERMITEE		DATE		OWNER/TENANT		DATE	
-----------------	--	-------------	--	---------------------	--	-------------	--

DEPARTMENT	APPROVAL	SIGNATURE	DATE	CONDITIONS FOR TEMPORARY OCCUPANCY
City of Oakland, Non Planning and Building Department (if project applicable)				
Transportation (PX, CGS)				
Public Works (PX, SL)				
Fire Prevention				
City of Oakland, Planning and Building Department				
Planning (PLN, DS)				
Plumbing (P, RP)				
Mechanical (M, RM)				
Electrical (E, RE)				
Engineering Services (PZ)				
Other Agencies, if applicable (Alameda County Environmental Health, DTSC, Port of Oakland, Utility Company, etc)				
ONLY UPON SIGNATURE FROM BUILDING INSPECTOR BELOW WILL THE TCO BE APPROVED AND VALID FOR 60 DAYS				
Building (B, RBC)				

OFFICE USE ONLY (THIS SECTION NOT PART OF APPROVAL)
 Forward to Cashier: YES NO INITIALS:

DATE:



City of Oakland
PLANNING & BUILDING DEPARTMENT
 250 FRANK H. OGAWA PLAZA. SECOND FLOOR. OAKLAND, CA. 94612

UTILITY DISCONNECT REQUEST

Complete section below fully. In cases where permanent utilities are connected, City of Oakland can request PG&E to disconnect utilities shall project not be FINAL or attain new TCO after 60 days.

JOB SITE ADDRESS						
OWNER/TENANT:						
BILLING ADDRESS:		CITY		STATE		ZIP
TELEPHONE		EMAIL				
PURPOSE:						

Please provide all permits issued below:

PERMIT:		PERMIT	
B:		P:	
E:		M:	

Service: GAS ELECTRIC

Disconnect Date:	60 days from Building Inspector signature.
-------------------------	---

Project requests that utility services for permitted work be temporarily connected for the purpose stated.

Project also requests that Pacific Gas & Electric disconnect the utility service(s) [Temporary or permanent] without further notice on the date indicated and that the closing invoice be sent to billing address.

Owner/Tenant Signature

Date

OFFICE USE ONLY (THIS SECTION NOT PART OF APPROVAL)
 Forward to Cashier: YES NO INITIALS:

DATE: