



**City of Carmel-by-the-Sea  
Building Safety Division  
Standard Operating Guidance**

## **17-06 Temporary Certificates of Occupancy**

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### **Background**

The Building Official is authorized to issue a Temporary Certificate of Occupancy (TCO) before completion of the entire work covered by a building permit, provided that the building is determined to be safe for occupancy by the Building Official.

### **Citations**

Carmel Municipal Code Title 15.08.050  
California Building Code Sec. 111.3  
California Fire Code Sec. 105.3.4  
California Residential Code Sec. R110.4

### **Guidance**

The Building Official may consider requests for a TCO upon receipt of a completed Temporary Certificate of Occupancy Application on the form provided by the City. The Building Official, in consultation with the project owner and other responsible permitting agencies, will establish a time period, not to exceed 3 months, in which the remainder of the work shall be completed and a Certificate of Occupancy approved for the project. The form must bear the owners and contractors signatures agreeing to the stipulations and time frames specified by the Building Official.

Prior to issuance of a TCO by the Building Official, the following requirements shall be met:

1. All fire, health and life safety elements of the project shall be complete, inspected, and approved by the Building Official and/or Fire Marshal including:
  - a. Potable water system;
  - b. Sanitary sewer system;
  - c. Electrical system;
  - d. Fuel-gas system;
  - e. Fire sprinkler system;
  - f. Structural systems;
  - g. Means of egress system.
  
2. The following additional approvals (as applicable to the project) are required prior to approval of a TCO by the Building Official:
  - a. Planning Division approval of TCO issuance;
  - b. Public Works Department (including Environmental Compliance) approval of TCO issuance;
  - c. Carmel Area Wastewater District approval of TCO issuance;
  - d. Monterey Peninsula Water Management District approval of TCO issuance
  - e. Approval of TCO issuance by any other governmental regulatory agency responsible for permitting of the project.

It is the owner's responsibility to obtain all necessary approvals described above and to present evidence of the approvals to the Building Official prior to approval of the TCO.