



**CITY OF NEWPORT BEACH
COMMUNITY DEVELOPMENT DEPARTMENT**

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Policy Memorandum – ADMIN 111.3

To: Building Division Staff
From: Samir Ghosn
Deputy Community Development Director /Chief Building Official
Effective Date: **March 10, 2020** (*Supersedes UAC 306.4*)
(*Original Effective Date: November 14, 2011*)
Regarding: **Temporary Certificate of Occupancy**

A Temporary Certificate of Occupancy (TCO) may be requested when the building inspector has verified that all life and safety elements are in place. The Chief Building Official may issue a TCO provided the remaining items on the inspection list are minor in nature at the discretion of the Chief Building Official. The applicant shall complete a TCO Application, pay the appropriate fees, and obtain approvals for the following:

- Electrical final inspection
- Gas releases
- Final structural inspection (shall include all Structural Observation Reports)
- Fire Department approval
- Final grading report when applicable
- Planning Division approval when applicable.

After receiving the above approvals, the Building Division will process the application and issue a TCO allowing the applicant to occupy for a maximum of 30 days. A TCO may be conditioned at the discretion of the Chief Building Official.

Note:

Temporary Certificate of Occupancy is valid for 30 days. Any additional extensions are at the Chief Building Official's discretion. A renewal fee will be applied to any extension granted.