



Development Services Department
Building Division
311 Vernon Street
Roseville, California 95678-2649

Temporary Certificate of Occupancy

Dear Applicant:

The City of Roseville Development Services Department has developed a Policy and Procedure to obtain a **Temporary Certificate of Occupancy (T.C.O.)**.

The City of Roseville recognizes that the construction process does not always follow the planned schedule, which may create a hardship for the business owner. The delayed construction schedule may make it difficult for a business to make the necessary arrangements for the internal use of a building thus making it difficult to open the building on schedule. The Temporary Occupancy Certificate allows limited use of the building within the parameters established in this Policy and Procedure.

The Temporary Occupancy provision offered by the City is a privilege and an accommodation by the City. It also involves extra time and effort on the City's part. The City asks that you take a few moments to review the Policy and Procedures and sign the acknowledgment line stating that you have read and understand the Policies and Procedures to avoid any later confusion.

The following is an abbreviated list of the requirements for requesting a Temporary Certificate of Occupancy:

- **Application Information:** Written request that gives specific details as to why the Temporary Occupancy is being requested. The requested date of the T.C.O. (note it must be at least 30 days from date of letter.) The expected date of the final and C. of O.
- **Public Safety Items:** Minimum public health and safety items must be complete as part of a Temporary Occupancy.
- **Processing Time:** The City requires 30 days to process a request for a Temporary Certificate of Occupancy.
- **Temporary Certificate of Occupancy Uses:** Specific uses for which a Temporary Certificate of Occupancy may be considered are stocking of shelves or training of employees. **No building will be opened to the public under a T.C.O.**
- **Procedure for Obtaining the Temporary Certificate of Occupancy:** The Temporary Certificate of Occupancy application will be completed either online or at the Permit Center, **NOT IN THE FIELD.**

The Temporary Certificate of Occupancy Policy and Procedures are intended to clarify the City's expectations from the applicant and clearly identify the information needed by the City to assist in the timely processing of your request. Should you have additional questions, please don't hesitate to contact the Building Division at (916) 774-5332.

Applicant's Signature

Date

Project Address: _____

I acknowledge receipt of the policy for Temporary Occupancy and have read and understand the procedure.