



Community Development Department Building & Safety Division

Policy No.: BDP 10
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Revised Date: January 1, 2020
Initiated By: Kenneth C. Petersen, P.E.
Approved By: Gregory A. Shreeve, Sr., Chief Building Official
Subject: **Temporary Certificate of Occupancy**

Code References

Section 7.28.630 of the Dublin Municipal Code (DMC) - Temporary or Partial Occupancy

Process

The following steps must be accomplished prior to the issuance of a Temporary Certificate of Occupancy (TCO):

1. The Applicant requesting the TCO shall apply in writing to the City on the forms provided in Attachment 1 and shall pay all required fees.
2. The work completed has been inspected, approved, and no fire and life safety issues would result by such use or occupancy.
3. All city departments have inspected and approved the TCO (refer to Attachment 1).
4. The TCO agreement shall be signed by the Owner's Representative, the General Contractor's Representative, and the Chief Building Official or their designee (refer to Attachment 2).
5. The TCO certificate may be issued upon request by the applicant.
6. A copy of the TCO shall be supplied to Dublin San Ramon Services District (DSRSD) once this is issued.
7. The Contract Supervising Inspector or his/her designee shall review the TCO for expiration dates. TCOs that will expire within five business days or have expired shall be assigned to a Building Inspector for follow up. TCO extensions or renewal requests shall pay all required fees.