



# City of Kingsburg

1401 Draper Street, Kingsburg, CA 93631-1908  
(559) 897-5328

Holly Owen  
Community Development  
Director

AJ O'Connell  
Building Official

Alexander J. Henderson  
City Manager

## APPLICATION FOR TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)

Occupancy and use of a structure within the City of Kingsburg requires a Certificate of Occupancy issued by the Building Official. Projects must obtain all final inspections and all final approvals from review agencies with jurisdiction prior to requesting a final inspection from the Building Division. Only projects passing their final inspections shall receive a Certificate of Occupancy from the Building Official.

Per *California Building Code* §111.3, the City of Kingsburg, at its sole discretion on a case-by-case basis, may issue a Temporary Certificate of Occupancy (TCO).

Only applications meeting ALL the following criteria in a clear, unambiguous manner shall be considered for a TCO:

- The application does not have any pending compliance or enforcement matters, no outstanding change orders, and no outstanding fees.
- All agencies and divisions with jurisdiction over the project have authorized issuance of a TCO.
- The building and surrounding property is compliant with all life/safety, accessibility, and property protection standards of the City of Kingsburg, including those within the adopted City of Kingsburg Building and Construction Codes, *California Building Code*, *California Fire Code*, City of Kingsburg Planning/Zoning Codes, Water Quality Management Plans, and as represented on the approved construction documents. This requires installation of all drainage infrastructure, completion of fine grading, site stabilization, and all-weather surfaces for all driveways, entryways, and pedestrian ways. All fire suppression, fire area separation, alarms, and egress must be completed, inspected, and approved. All accessible elements including routes, egress, plumbing fixtures, public and common areas, and other required provisions must be completed, inspected, and approved.
- All improvements within the public right-of-way must be completed and subsequently inspected by the City of Kingsburg. This includes, but is not limited to, all utility improvements, sidewalks, curb and gutter, driveways, and asphalt being complete.
- The applicant is prohibited from completing the project by unavoidable circumstances. An example of an acceptable circumstance is when an applicant cannot complete improvements due to unforeseen, unmitigable conditions on the project site.
- The OWNER has posted all required completion bonds.

A TCO shall not be issued for ordinary circumstances or practical complexities associated with construction, such as:

- Delays caused by normal logistics, such as weather, labor, holidays, financing, legal, change order processing by both client, contractor, and the City of Kingsburg, or similar predictable or unpredictable complexity.
- Missed deadlines.
- Contractual dates from contractors that are not met.
- A TCO shall not be issued unless all life/safety, accessibility, and property protection standards of the City of Kingsburg have been met.

## MINIMUM TEMPORARY OCCUPANCY REQUIREMENTS

Prior to requesting temporary occupancy, please make sure the following items, at a minimum, have been completed:

1. All special inspection reports or final affidavits have been submitted, reviewed, and accepted by the Building Division (if applicable). If not, provide justification in Submittal Requirement item 4.
2. City of Kingsburg Fire Department, City of Kingsburg Planning, City of Kingsburg Public Works, Fresno County Health Department, etc. have signed-off and provided Final Approval (if applicable).
  - Per *California Building Code* §3312.1, the automatic fire sprinkler system shall be tested and approved prior to any occupancy in the structure.
  - If work is not ready for City of Kingsburg Planning/Zoning Final Approval, but the division has provided approval to proceed with a TCO, please state that explicitly in the written request.
3. Compliance with all or most project Conditions of Approval including, but not limited to, architectural features (e.g. building color). Other project-specific Conditions must be met. Please review the Conditions of Approval to ensure that the requirements are incorporated in the plans.
4. All accessibility requirements for building access, common areas, and occupied areas shall be completed.
5. All exit systems (egress) serving the proposed occupied areas are to be completed and shall be maintained clear of all construction related activities, personnel, and materials. Construction work shall be managed in a way so as not to obstruct emergency responders.
6. All plan revisions and deferred submittals have been submitted to and approved by the Building Division. A hardcopy of the approved plans is to remain present at the project site, pursuant to *California Building Code* §107.3.1.

## SUBMITTAL REQUIREMENTS

A written request for a TCO and applicable fee shall be submitted to the Chief Building Official; it shall be submitted at least 10 working days prior to the proposed occupancy date. The request shall include the following information:

### PROJECT INFORMATION:

- 1) Building permit number(s),
- 2) Project address,
- 3) Date of proposed occupancy,
- 4) Description and itemized list of the extent of construction work that will not be completed at the time of proposed occupancy, and include an estimate of the time period needed to complete the remaining items.
- 5) Valuation of outstanding construction work to be completed.
- 6) Attach documentation that all special inspection reports or final affidavits have been submitted, reviewed, and accepted by the Building Division (if applicable). If this is not complete, include as part of Item 4.
- 7) Attach documentation that City of Kingsburg Fire Department, City of Kingsburg Planning, City of Kingsburg Public Works, Fresno County Health Department, etc. have provided Final Approval (if applicable), or provide the date for when the inspection for Final Approval will occur (if the TCO request is submitted prior to Final Approval), and/or approval from City of Kingsburg Planning (only) to proceed with a TCO.

### CONTACT INFORMATION

- 8) Tenant information (if applicable): Name, address, email, phone number, and signature.
- 9) Contractor information: Name, address, email, phone number, CSLB number, and signature.
- 10) Owner information: Name, address, email, phone number, and signature.

**BE ADVISED THAT ONLY AFTER THE DOCUMENTS HAVE BEEN SUBMITTED AND REVIEWED A TCO INSPECTION MAY BE SCHEDULED.**

The Building Official may require the posting of a performance bond in an amount to be determined pending submittal. The bond must be paid via cash, cashier's check, or letter of credence from a Bonding Agency.

