

# City of Oakland PLANNING & BUILDING DEPARTMENT

250 FRANK H. OGAWA PLAZA. SECOND FLOOR. OAKLAND, CA. 94612

## TEMPORARY CERTIFICATE OF OCCUPANCY REQUEST

Non-Refundable \$750.47 Application fee

#### How to obtain a TCO:

- 1. Fill out the complete TCO application (both pages) with Utility Disconnect Letter (this applies even if building has permanent utilities) and send via email to TCORequest@oaklandca.gov.
- If TCO application can be processed, permit inspection Senior staff will forward TCO application to PBD cashier who will then contact project for payment. If unable to process TCO application, project will be notified. Note: Impact Fees may be applicable. PAYMENT OF FEES IS NOT A TCO APPROVAL.
- Once TCO payment has been made, attach the receipt issued by the Cashier to the TCO application and please obtain all signatures from all applicable parties (DOT, PWA, FIRE, all trade inspectors, and other non-City of Oakland or Port of Oakland agencies) on the form.
- Once all signatures from all applicable parties with any specific conditions are obtained, please contact your primary building inspector for their signature and specific conditions.

#### Upon Building Inspector signature TCO takes effect, not when fees are paid.

eferenced project requests temporary approval to occupy the premises before final approval. Project understands per provals must be obtained before expiration of the TCO ("vacate date"). Otherwise, the premises must be vacated occupants and owner will be subject to citation and fines and the utilities may be disconnected without further notice.  PERMITEE DATE OWNER/TENANT DATE  DEPARTMENT APPROVAL SIGNATURE DATE CONDITIONS FOR TEMPORARY OCCUTY of Oakland, Non Planning and Building Department (if project applicable)  Transportation (PX, CGS) Public Works (PX, SL) Fire Prevention  City of Oakland, Planning and Building Department  Planning (PLN, DS) Plumbing (P, RP) Mechanical (M, RM) Electrical (E, RE) Engineering Services (PZ)  *ONLY UPON SIGNATURE FROM BUILDING INSPECTOR BELOW WILL THE TCO BE APPROVED AND VALI  *ONLY UPON SIGNATURE FROM BUILDING INSPECTOR BELOW WILL THE TCO BE APPROVED AND VALI  **ONLY UPON SIGNATURE FROM BUILDING INSPECTOR BELOW WILL THE TCO BE APPROVED AND VALI  **ONLY UPON SIGNATURE FROM BUILDING INSPECTOR BELOW WILL THE TCO BE APPROVED AND VALI  **ONLY UPON SIGNATURE FROM BUILDING INSPECTOR BELOW WILL THE TCO BE APPROVED AND VALI  **ONLY UPON SIGNATURE FROM BUILDING INSPECTOR BELOW WILL THE TCO BE APPROVED AND VALI  **ONLY UPON SIGNATURE FROM BUILDING INSPECTOR BELOW WILL THE TCO BE APPROVED AND VALI  **ONLY UPON SIGNATURE FROM BUILDING INSPECTOR BELOW WILL THE TCO BE APPROVED AND VALI  **ONLY UPON SIGNATURE FROM BUILDING INSPECTOR BELOW WILL THE TCO BE APPROVED AND VALI  **ONLY UPON SIGNATURE FROM BUILDING INSPECTOR BELOW WILL THE TCO BE APPROVED AND VALI  **ONLY UPON SIGNATURE FROM BUILDING INSPECTOR BELOW WILL THE TCO BE APPROVED AND VALI  **ONLY UPON SIGNATURE FROM BUILDING INSPECTOR BELOW WILL THE TCO BE APPROVED AND VALI  **ONLY UPON SIGNATURE FROM BUILDING INSPECTOR BELOW WILL THE TCO BE APPROVED AND VALI  **ONLY UPON SIGNATURE FROM BUILDING INSPECTOR BELOW WILL THE TCO BE APPROVED AND VALI  **ONLY UPON SIGNATURE FROM BUILDING INSPECTOR BELOW WILL THE TCO BE APPROVED AND VALI  **ONL	BSITE ADREESS									
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# PLANNING & BUILDING DEPARTMENT 250 FRANK H. OGAWA PLAZA. SECOND FLOOR. OAKLAND, CA. 94612

## **UTILITY DISCONNECT REQUEST**

Com	plete section	below fully.	In cases wh	nere permane	ent utilities a	are connected,	City of Oakland	can requ	uest
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OWNER/1	TENANT:							
BILLING ADDRESS			CITY	STATE		ZIP		
TELEPHONE		ı	EMAIL					
PURPOSE	:		l					
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Please pro	vide all permits	issued below:						
PERMIT:		PERMIT						
B:		P:						
E:		M:						
Service:	GAS	ELECTRIC	·					
Disconnect Date: 60 da			ys from Build	ing Inspector sig	nature.			
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Project als	•	y services for perr Pacific Gas & Elect the date indicated	tric disconne	ct the utility serv	vice(s) [Tem			