



City of Ontario

BUILDING DEPARTMENT

303 EAST "B" STREET, CIVIC CENTER, ONTARIO, CALIFORNIA 91764-4196

TELEPHONE: (909) 395-2023 FAX: (909) 395-2180

TEMPORARY CERTIFICATE OF OCCUPANCY

A Temporary Certificate of Occupancy (TCO) is issued to an owner/tenant who wishes to occupy all or portion of a building before all the required improvements are completed and approved by the City. In order to obtain a TCO from the Building Department, the applicant shall first obtain a Final Approval from the Building and Fire Departments. In addition, the owner/tenant shall submit his or her written request for a TCO to the Building Official, together with a \$1,000 non-refundable payment to cover the cost of additional inspections by city staff, and a \$20,000 deposit.

The written request shall include the following information:

- Project identification, i.e. name, address, DAB number, permit number.
- Desired date of early occupancy.
- The reasons for early occupancy.
- Outstanding improvements/requirements for Final Occupancy.
- Projected date of Final Occupancy.
- An acknowledgement that the \$20,000 deposit will be forfeited to the City should the owner/tenant fail to obtain a final certificate of occupancy by the date specified unless an extension is granted by the Building Official.

In the event the request for TCO is not approved, the \$20,000 deposit will be immediately returned to the owner/tenant. Should the owner/tenant wish to submit a second written request for TCO, it shall be accompanied by an additional non-refundable payment of \$500 along with the \$20,000 forfeitable deposit.

Final Certificate of Occupancy: Once all improvements are completed, the applicant shall submit another written request to the Building Official for a Final Certificate of Occupancy and request a refund of the \$20,000 deposit.

If you have any questions, please call (909) 395-2023.