
Temporary Certificate of Occupancy CHECKLIST

- ENGINEERING / OFFSITE CLEARANCE (ALTERNATIVE AVAILABLE)
- PLANNING / CPTED CLEARANCE (ALTERNATIVE AVAILABLE)
- REQUIRED PARKING / ACCESS TO AND FROM (FOR AREA TO BE OCCUPIED)
- FIRE DEPARTMENT CLEARANCE
- ALL REVISIONS APPROVED & ALL FEES PAID
- ALL LIFE SAFETY SYSTEMS COMPLETE / TESTED/ APPROVED
- EXITING / HARDWARE (FOR AREA TO BE OCCUPIED)
- EMERGENCY LIGHTING / EXIT SIGNAGE (FOR AREA TO BE OCCUPIED)
- EXIT PATH TO PUBLIC WAY (FOR AREA TO BE OCCUPIED)
- ELEVATOR
- BACK FLOW TEST REPORTS
- SPECIAL INSPECTION REPORTS SIGNED
- ALL ELECTRICAL WORK COMPLETED / LABELED/ APPROVED (FOR AREA TO BE OCCUPIED)

This Building Safety “Temporary Certificate of Occupancy List” (TCO), is meant to provide the project with overall guidelines to obtain occupancy at the earliest possible date. It is a “**general**” list meant to identify any **major** issues that could derail a project from receiving a TCO. Therefore, it is a valuable tool for the project team in focusing their efforts and resources to allow the City of Tempe to issue a TCO.

The Building Inspector will work with you to establish the conditions for a TCO. Once the conditions are established, you will be directed by Building Safety staff to bring the TCO fee and a TCO request letter detailing the conditions, including completion dates, to Community Development for processing. Please note that a TCO is only valid for 30 days.