



CITY OF GLENDALE

Community Development Department
Building & Safety Division

Bulletin: 24-003
Date: 03-18-2024

Informational Bulletin

SUBJECT: Temporary Certificate of Occupancy Policy

Pursuant to Section 111 of Building and Safety Code of the City of Glendale, occupancy and use of a structure requires a Certificate of Occupancy issued by the Building Official. Projects must obtain all final approvals from review agencies with Glendale 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 Chief Building Official.

On a case-by-case basis, a Temporary Certificate of Occupancy (TCO) may be issued for a limited period of time when the Building Official finds that a structure or a portion of a structure can be occupied safely, and no substantial hazard will result from occupancy of any structure or portion of a structure before all work is completed. The following types of TCO may be granted:

- Stocking & Training Only
- Portion of the Building
- Full Occupancy

TCO is only applicable on commercial projects and large multi-unit residential projects involving new construction, additions, or a change in use/occupancy type.

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, or similar predictable or unpredictable complexity.
- Missed deadlines.
- Contractual dates from contractors that are not met.



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Only applications meeting the following criteria in a clear, explicit 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 with jurisdiction over the project have authorized issuance of a TCO.
- The building and surrounding property is compliant with all life/safety and property protection standards of the City, including those within the California Building Codes, California Fire Codes, and the City of Glendale Zoning Code.
- All improvements within the public right-of-way are completed and subsequently inspected by the City. This includes, but is not limited to, installation of all drainage infrastructure, all driveways, entryways, and pedestrian ways.
- 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.
- All life/safety and property protection standards of the City have been met, including approval by the Glendale Fire Department.
- The OWNER has posted all required completion bonds.



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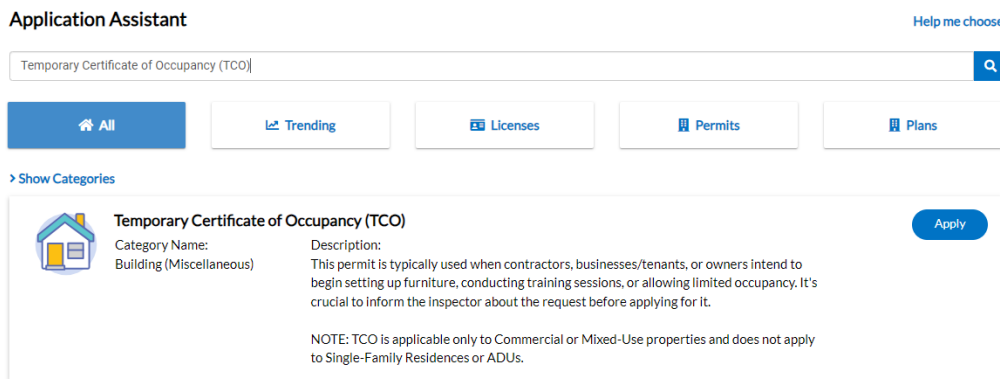
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How to apply for Temporary Certificate of Occupancy

Step 1. Log into your Glendale permits account. If you do not have an account created, please register using the glendalepermits.org website to be able to access the application.

Step 2. Click apply > Skip Application Guidance > search in the tab bar “Temporary Certificate of Occupancy.”



Step 3. Click apply and fill out the required information for the application.

APPROVED BY

<hr style="width: 30%; margin: 0 auto;"/> <p>Ara Sargsyan Building Official</p>
<p>Date: <u>03/18/2024</u></p>