



HOW TO PROCESS A TEMPORARY CERTIFICATE OF OCCUPANCY (TCO) IN THE CITY OF CORONA

PURPOSE:

This outline will provide Property Owners, Developers, Contractors and Tenants with clear direction on how to process a Temporary Certificate of Occupancy (TCO) in the City of Corona. A TCO is a process which allows occupancy of a structure prior to Final Approval by all development related Departments. These Departments are:

BUILDING DIVISION	PHONE:	(951)736-2250
PLANNING DIVISION	“	(951)736-2434
DEVELOPMENT SERVICES/UTILITIES	“	(951)736-2266
FIRE DEPARTMENT	“	(951)736-2220
POLICE DEPARTMENT	“	(951)736-2330

The cost for TCO includes a \$2,025 non-refundable fee, plus a deposit of the following amounts, refundable at Final CofO:

Single Family Residences, and TI's of 2,000 sq. ft. or less	\$2,000
TI's from 2,000 to 5,000 sq. ft.	\$5,000
All others and TI's greater than 5,000 sq. ft.	\$10,000

A TCO is typically pursued when the “MAJORITY” of the construction is completed and there remains only minor finishing touches such as portions of a landscape area, supplemental plumbing fixtures not required for occupancy, etc. Typically a TCO is granted for a period not to exceed 60 days and will not be considered if any "health or safety" issues would be posed to the occupants or the public. The following are steps necessary in order to process a TCO:

STEP 1 Contact the Building Official or his Deputy on duty at 951-736-2250 or at BuildingInspection@CoronaCA.gov in order to check the feasibility of a TCO at the given project. Please be prepared by providing the following information: address, permit number, status of project and percent complete, items missing for Final, reason for TCO request, and estimated completion date.

STEP 2 If a TCO is feasible, the Building Official will route a TCO Request Form to those Departments which have not yet released the project for Final CofO.

STEP 3 The applicant is required to schedule TCO inspections with those Departments which have not yet released the project for Certificate of Occupancy.

STEP 4 Each Department will respond by performing the TCO inspection, filling out the TCO Request Form and returning it to the Building Official. The Request Form will indicate approval or denial. In any case all deficiencies will be listed as well as any conditions that will apply during occupancy and for Final CofO Approval.

STEP 5 If each Department approves the issuance of the TCO, Building Division staff will respond by contacting the applicant for an appointment. At that time, the TCO fee will be paid, the TCO contract will be signed by both parties, and the actual certificate will be produced and delivered to the applicant.