



Temporary Certificate of Occupancy Procedure Commercial Permits

(Today's Date)

(Permit Number)

(Address of Property)

(If partial TCO give specific area)

1. A structure *shall not* be *occupied or stocked with materials, furniture and/or merchandise* until a Temporary Certificate of Occupancy (TCO) or Certificate of Occupancy (CO) has been issued.
2. A TCO fee for every discipline in need of a TCO shall be paid to the Permit Center and this form of agreement shall be signed by the permit holder/agent.
3. Once the initial fee(s) has been paid, a TCO Extension fee for Building and a TCO Extension fee per MEP discipline that are not final, will be assessed every 90 calendar days if a Final Building has not been received.
4. The permit holder shall be responsible for scheduling if applicable:
 - a) One Time Inspections:
 - a. # 600 Environmental TCO Occupancy
 - b. # 601 Environmental TCO Stocking
 - c. # 607 Fire TCO Stocking
 - d. # 608 Fire TCO Occupancy
 - e. # 610 AW Temp Utilities
 - f. # 613 Health TCO Stocking
 - g. # 614 Health TCO Occupancy
 - h. # 617 Landscape TCO Occupancy
 - i. # 618 Landscape TCO Stocking
 - b) Discipline Inspections
 - a. # 307 Electric TCO Stocking
 - b. # 306 Electric TCO Occupancy
 - c. # 523 Plumbing TCO Stocking
 - d. # 522 Plumbing TCO Occupancy
 - e. # 407 Mechanical TCO Stocking
 - f. # 406 Mechanical TCO Occupancy
 - c) The TCO building inspection shall be the last inspection to be scheduled. Please choose one:
 - a) # 108 Building TCO Stocking
 - b) # 109 Building TCO Occupancy

NOTE: You do not need to request a TCO for Austin Water if an inspection # 611 Water Tap & # 510 Sewer Tap is shown as Pass. If not shown as Pass the one-time TCO inspection (see # 4 e) may be required.

NOTE: A TCO fee is not required to be paid until a Building TCO Stocking inspection, or a Building TCO Occupancy inspection is needed. All other one-time TCO inspections (see # 4 a) above) may be performed prior to the payment of a TCO fee.

4. Once verified, the Building Inspector will enter their approval into the database and may print and issue the Temporary Certificate of Occupancy document or a copy of the Temporary Certificate of Occupancy may be requested at the Permitting and Development Center.
5. It is important to note that if restrictions are established on the TCO, they must be followed until removed or full clearance is achieved by the Building Inspector.
6. The Temporary Certificate of Occupancy document must be posted adjacent to the main entrance of the structure and, once posted, may only be removed by the Building Official or Building Inspector until a permanent Certificate of Occupancy is issued.
7. Upon approval, the Building Inspector shall have the address released to the appropriate utility.

8. Since an approval for Temporary Certificate of Occupancy may only partially clear the required final inspections; any final inspections that do not have a status of "Pass" must be rescheduled in order to obtain a permanent Certificate of Occupancy.
9. A Temporary Certificate of Occupancy may be voided at any time if circumstances warrant.
10. Repeated violations shall result in a 90 day suspension from this program and no refunds will be approved.
11. If a structure is found to be occupied or stocked with materials, furniture and/or merchandise prior to the issuance of a Temporary Certificate of Occupancy or Certificate of Occupancy, approval of the Temporary Certificate of Occupancy or Certificate of Occupancy shall be denied and an automatic nonrefundable fee will incur and any prior approval of temporary utility services may be withdrawn without notice.
12. For fee schedule please visit:
<https://austintexas.gov/dsdfees>

AGREEMENT

I understand & agree that the payment of the Temporary Certificate Occupancy fee(s) **DOES NOT** constitutes an approval of the Temporary Certificate of Occupancy and a refund may be requested. (See note on refunds)

I understand & agree that all re-inspection and investigation fees must be paid prior to such approvals.

I understand & agree that the inspection must be scheduled see # 4 above.

I understand & agree that I do not have approval to occupy until the Temporary Certificate of Occupancy is issued by Building Inspections (See # 11).

I understand & agree that it is the responsibility of the permit holder/agent to obtain a TCO for the correct permit number.

I have read the above information and I understand/agree to the terms for receiving a Temporary Certificate of Occupancy.

(Receipt #)

(Signature)

Print Name

Note: Fees are only refundable if the TCO inspections are not scheduled.

Refund request may take up to six weeks to process. Request for refunds must be submitted to the Permitting and Development Center, fax your refund request to 512-974-6578 or mail to City of Austin, Attn: Permit Center, P.O. Box 1088, Austin Texas 78767.

For questions regarding Temporary Certificates of Occupancy or Certificates of Occupancy please call the City of Austin Building Inspection Department at (512) 978-4000.