



**City of Oakland**  
**PLANNING & BUILDING DEPARTMENT**  
**250 FRANK H. OGAWA PLAZA. SECOND FLOOR. OAKLAND, CA. 94612**

**TEMPORARY CERTIFICATE OF OCCUPANCY REQUEST**

*Non-Refundable \$908.28 Application fee*

**How to obtain a TCO:**

1. Fill out the complete TCO application (both pages) **with** Utility Disconnect Letter (this applies even if building has permanent utilities) and send via email to **TCORequest@oaklandca.gov**.
2. If TCO application can be processed, permit inspection Senior staff will forward TCO application to PBD cashier who will then contact project for payment. If unable to process TCO application, project will be notified. **Note: Impact Fees may be applicable. PAYMENT OF FEES IS NOT A TCO APPROVAL.**
3. Once TCO payment has been made, attach the receipt issued by the Cashier to the TCO application and please obtain all signatures from all applicable parties (DOT, PWA, FIRE, all trade inspectors, and other non-City of Oakland or Port of Oakland agencies) on the form.
4. Once all signatures from all applicable parties with any specific conditions are obtained, please contact your primary building inspector for their signature and specific conditions.

**Upon Building Inspector signature TCO takes effect, not when fees are paid.**

<b>JOBSITE ADRESS</b>							
<b>PERMIT NUMBERS</b>							
<b>USE OF PREMISES</b>							
<b>ADDRESS</b>		<b>CITY</b>		<b>STATE</b>		<b>ZIP</b>	
<b>TELEPHONE</b>		<b>EMAIL</b>					
<b>PROPERTY OWNER</b>							
<b>REQUESTOR</b>		<b>DURATION REQUESTED</b>	<b>60</b>	<i>DAYS</i>	<b>VACATE DATE</b>	60 days from Building Inspector Signature	

Referenced project requests temporary approval to occupy the premises before final approval. Project understands that Final inspection approvals must be obtained before expiration of the TCO ("vacate date"). Otherwise, the premises must be vacated immediately, or the occupants and owner will be subject to citation and fines and the utilities may be disconnected without further notice.

<b>Describe area for occupancy if partial occupancy is being requested:</b>

<b>PERMITEE</b>		<b>DATE</b>		<b>OWNER/TENANT</b>		<b>DATE</b>	
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DEPARTMENT	APPROVAL	SIGNATURE	DATE	CONDITIONS FOR TEMPORARY OCCUPANCY
<b>City of Oakland, Non Planning and Building Department (if project applicable)</b>				
Transportation (PX, CGS)				
Public Works (PX, SL)				
Fire Prevention				
<b>City of Oakland, Planning and Building Department</b>				
Planning (PLN, DS)				
Plumbing (P, RP)				
Mechanical (M, RM)				
Electrical (E, RE)				
Engineering Services (PZ)				
<b>Other Agencies, if applicable (Alameda County Environmental Health, DTSC, Port of Oakland, Utility Company, etc)</b>				
<b>*ONLY UPON SIGNATURE FROM BUILDING INSPECTOR BELOW WILL THE TCO BE APPROVED AND VALID FOR 60 DAYS*</b>				
<b>Building (B, RBC)</b>				

OFFICE USE ONLY (THIS SECTION NOT PART OF APPROVAL)  
 Forward to Cashier:       YES       NO      INITIALS:

DATE:



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**UTILITY DISCONNECT REQUEST**

Complete section below fully. In cases where permanent utilities are connected, City of Oakland can request PG&E to disconnect utilities shall project not be FINAL or attain new TCO after 60 days.

<b>JOBSITE ADREESS</b>						
<b>OWNER/TENANT:</b>						
<b>BILLING ADDRESS:</b>		<b>CITY</b>		<b>STATE</b>		<b>ZIP</b>
<b>TELEPHONE</b>		<b>EMAIL</b>				
<b>PURPOSE:</b>						

Please provide all permits issued below:

<b>PERMIT:</b>		<b>PERMIT</b>	
B:		P:	
E:		M:	

Service:     GAS     ELECTRIC

<b>Disconnect Date:</b>	<b>60 days from Building Inspector signature.</b>
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Project requests that utility services for permitted work be temporarily connected for the purpose stated.

Project also requests that Pacific Gas & Electric disconnect the utility service(s) [Temporary or permanent] without further notice on the date indicated and that the closing invoice be sent to billing address.

\_\_\_\_\_  
**Owner/Tenant Signature**

\_\_\_\_\_  
**Date**

OFFICE USE ONLY (THIS SECTION NOT PART OF APPROVAL)  
 Forward to Cashier:     YES     NO    INITIALS:

DATE: