



Request for Temporary CO

Development Services Department
777 B Street Hayward, CA 94541
510.583.4140

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TEMPORARY CERTIFICATE OF OCCUPANCY

If the Building Official finds that no substantial hazard will result from occupancy of any building or portion thereof before the project is completed, a Temporary Certificate of Occupancy (TCO) may be issued prior to the completion of the entire building or structure.

All requests are processed on a case by case bases after completion of the following items:

1. A processing and review fee of **\$588** shall be paid upon submittal of this TCO application.
2. All outstanding fees related to the project are to be paid in full.
3. Electrical systems shall be completed and safe.
4. Elevators shall have State Fire Marshal approval of safety components and certification.
5. Disabled access features shall be substantially compliant. An accessible route shall be in place.
6. Approval from Alameda County Health Department if required based on scope of work.
7. Planning and Landscape requirements complete – see other side.
8. Fire Department TCO requirements are met – see attached Hayward Fire Department form.

The following business or resident is requesting Temporary Occupancy at the following noted location effective on _____ (*Effective Date*) and expire at 12:00 noon on _____ (*End Date*).

BUSINESS NAME or RESIDENT NAME: _____

PERMIT APPLICATION NUMBER: _____

ADDRESS: _____

REASON FOR TCO REQUEST: _____

We acknowledge the following list of items needs to be completed or corrected:

PERMIT HOLDER

CONSTRUCTION COMPANY

PRINTED NAME: _____

PRINTED NAME: _____

SIGNATURE: _____

SIGNATURE: _____

PHONE NUMBER: _____

PHONE NUMBER: _____

EMAIL: _____

EMAIL: _____

Staff Use Only

Request Approved (Building Official) _____	Date: _____
Request Approved (Building Inspector) _____	Date: _____

For Required Landscape Improvements for Issuance of Temporary Certificate of Occupancy

Certificate of Deposit (CD) shall be made by the Applicant, and both the Applicant and the City names shall appear and must be connected by the word "and.": **"City of Hayward and Purchaser's Name"**

REQUIREMENTS PRIOR TO TCO ISSUANCE:

- 1.** A confirmation letter from a manager of the institution where CD account is created to the City's Landscape Architect, Michelle Koo, stating account number, account amount, project address, building permit number, and purchaser's name. The CD amount shall be equal to the full contract amount to complete landscape and irrigation improvements as shown on the approved plans. The letter shall state clearly that the account shall not be released without a written letter of release from the City of Hayward.
- 2.** A copy of the CD account information showing the account type, account number, account amount and purchaser's name.
- 3.** A copy of the signed contract with landscape contractor/general contractor showing the contract amount for completing the work in conformance with the approved landscape and irrigation plans. The contract shall include reference information such as project name and address, client, project description and scope of work

The certificate of deposit shall be released upon full acceptance of landscape improvements by the City Landscape Architect. A letter of release will be issued to the bank with a copy to the building permit applicant/purchaser.

There shall be no financial benefit to the building permit applicant/purchaser if the work doesn't get completed; however, the CD will allow the City to complete the work.



HAYWARD FIRE DEPARTMENT TEMPORARY CERTIFICATION OF OCCUPANCY MINIMUM SAFETY REQUIREMENTS

The process to attain a “Temporary Certificate of Occupancy” or “TCO” starts with a formal application through the Building Division. The Building Official or his/her designee will coordinate with other city departments and divisions to ensure that certain minimum standards are met before a TCO is granted. The Building Official is the issuer of TCO.

The Hayward Fire Department is a part of the TCO process. Fire Department minimum standards for TCO requires that all fire and life safety systems be installed, fully functional and trouble free prior to granting a TCO. All fire and life safety systems must be inspected to ensure they are installed in accordance with approved drawings, manufacture’s listing(s) and comply with locally adopted codes and ordinances.

For purposes of this document, required fire and life safety systems are defined as follows:

Fire Prevention

- Fire Access Roads and Doors
- Underground Fire Lines and Hydrants Charged
- Exit Signs and Emergency Lighting
- Automatic Fire Suppression System(s)
- Fire Alarm System
- Suppression and Alarm Systems shall have Current Certification(s) and Active Monitoring
- F.A.C.P., Riser & Electrical Room Signage
- Emergency Voice Alarm Communications
- Building Address Posted
- Fire Extinguishers
- General Exiting
- Smoke Detectors in HVAC
- Smoke and Fire Dampers
- Rated Fire Barriers and Walls
- Emergency Action Plan
- Rack or Floor Storage shall not be over Approved Storage Height or Dimensions
- Elevators require State Certification

In the event a small portion of a required fire and life safety system does not meet the TCO requirements, the applicant may request consideration of a temporary alternative. Any temporary alternative will need to provide a level of protection equivalent to the permanent fire and life safety system. Alternatives will not be accepted for emergency voice alarm communication system or 2-hour or greater fire rated walls. Additional fees may be required to cover the additional time to review, inspect and monitor projects where a TCO is issued.

Example:

Fire Alarm Monitoring

An approved fire watch may be used, for short periods of time, in lieu of fire alarm monitoring, provided the fire watch meets established protocol. The Fire Marshal shall determine the number and area of coverage for fire watch personnel.

Requests to consider temporary alternative that provide equivalent levels of protection shall be reviewed and approved by the Fire Marshal. Sufficient time shall be provided for the review process.

Hazardous Materials

In addition to the minimum fire and life safety system(s) installation, the following need to be in place prior to bringing hazardous materials onto the site or into the building:

- Rate Fire Barriers, Walls and Related Penetrations
- Spill Control and Secondary Containment Mechanisms
- Specialized Fire Protection or Detection Equipment
- Hazardous Materials Detection System(s) Interconnected and Functioning
- Localized Alarm Systems Interconnected and Functioning
- Vehicle Crash Protection
- Exhaust Ventilation, Monitoring and Abatement Devices Operational
- Emergency Power Systems
- NFPA Placards, Labeling and Related Identification Systems in Place
- California Environmental Reporting System (CERS)/Business Plan Submittals
- Annual Permit Application
- Emergency Fire Department Information Boxes
- Other Mitigation Measures Specific to the Facility or Tool Installation (i.e. Emergency Power Off (EPO) devices or automatic shut-off valves)
- Spill Prevention, Control and Countermeasure (SPCC) Plans
- Seismic Anchoring and Restraints of Hazardous Materials Vessels and Equipment
- Hazardous Materials shall be below Maximum Allowable Quantities (MAQs)
- All Third-Party Evaluations Completed

Please note that if the site or facility is subject to the California Accidental Release Prevention (CalARP) Program requirements, the Government Code Section 65850.2 specifies that a complete Risk Management Plan (RMP) shall be submitted to the administering agency prior to the issuance of certificate of occupancy or its substantial equivalent (i.e. Temporary Certificate of Occupancy).

Requests to consider temporary alternative that provide equivalent levels of protection shall be independently reviewed and approved by the Fire Marshal and/or the Hazardous Materials Program Coordinator. Sufficient time shall be provided for the review process. Additional fees may be required to cover the additional time to review, inspect and monitor projects where a TCO is issued.

For More Information Contact the Hayward Fire Department at (510) 583-4900

Or visit our website at:

<https://www.hayward-ca.gov/fire-department>

