



Issue Date:	September 26, 2023
Code/Section:	IBC 111.3
Developed By:	M. Ornoski, M. Abegg

IBC 111.3 authorizes the *building official* to issue a Temporary Certificate of Occupancy (TCO), before the completion of the work covered by the building permit, provided it shall be occupied safely. To meet the safety criteria outlined in IBC 101.3, the TCO portion will need to be complete, and the building will need to meet the minimum technical and administrative requirements outlined in this document. The TCO is also subject to Section 507.K.4 and 507.K.5 of the Phoenix Zoning Ordinance. The TCO is only valid after it has been approved by City of Phoenix field inspection staff and is signed by all field inspectors as well as the owner/owner agent.

Requirements

1. Administrative

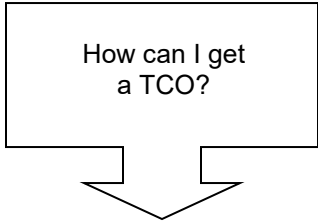
- a. All applicable disciplines require pre-TCO inspections, under the original building permit, prior to issuing a TCO permit.
- b. A TCO permit cannot be issued until the appropriate fee has been paid in accordance with the adopted fee schedule.
- c. A TCO is valid only for the occupancy stated on the building permit and shall comply with the conditions in this document and/or stipulations as identified on the signed TCO.
- d. Any changes to the TCO permit scope will require a new TCO permit with additional fees. The new application for TCO shall indicate all additional conditions and/or stipulations.

2. Technical

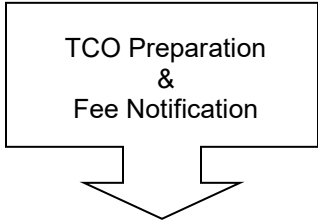
- a. The building must be enclosed at all levels and sides per the approved drawings. No exposed, combustible, construction is allowed within or adjacent to the building.
- b. All applicable code-required fire and life/safety systems, (including but not limited to: sprinklers, standpipes, fire alarms, smoke alarms, fire-resistance rated construction, duct, shafts, and penetrations, elevators, exit illumination, exits, and exit stairways), must be in place and functional on the level of occupancy considered, and one story/level above and below to the level of exit discharge.
- c. Accessibility requirements must be complete to, throughout, and from the TCO.
- d. Parking, including accessible spaces, must be available for the occupancy of the TCO, except for stocking only TCO.
- e. No heavy rigging activities are allowed above the floor(s) of the TCO.
- f. Associated site and civil requirements must be met except when the use is for stocking only. For requests within the floodplain, FEMA approval is required.
- g. Any other issues identified during inspections based on current filed conditions and listed as stipulations.

For more information or for a copy of this publication in an alternate format, contact Planning & Development at 602-262-7811 voice or TTY use 7-1-1.

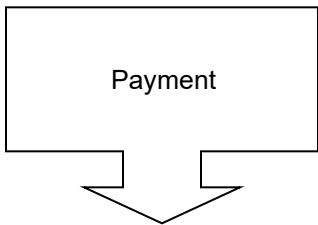
Procedure



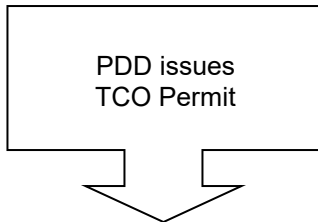
1. To request a TCO permit, the owner/owner agent shall first work with all applicable field inspection staff including Structural, Electrical, Plumbing, Mechanical, Fire, and Site inspectors. After all field inspectors have documented their discipline specific pre-TCO approval in KIVA, the owner/owner agent will work with a PDD Inspections Field Supervisor to request a TCO permit.



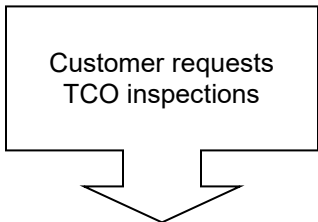
2. The PDD Inspections Field Supervisor will draft the TCO permit including the preliminary stipulations and notify the owner/owner agent of the TCO permit fees. The TCO permit may be for full occupancy or for stocking only (stock and train TCO's are considered full occupancy). Inspections Field Supervisor will provide the temporary (T) number to the owner/owner agent so they can pay for the TCO permit.



3. The owner/owner agent will pay the required fees to the PDD Payments and Submittals Counter or via phone at 602-262-7811. If the TCO is for an Annual Facilities Program (AFP) project, payments will be submitted to the AFP Counter at 438 W. Adams Street. If the TCO is for a Permit by Inspection (PBI) project, Payments will be submitted to communications staff at 602-262-7811.



4. After payment has been made, the owner/owner agent will call 602-495-0800 to request all necessary TCO permit inspections (fire inspections are requested by calling the phone number provided on the original construction permit). The owner/owner agent will **provide the TCO permit number** and indicate that inspections are being requested for a TCO. If any of the inspection disciplines is noted "not approved," the TCO will not be valid. Re-inspection fees will be charged for more than two inspections for one discipline.



5. A TCO is valid only after all inspection disciplines and the owner/ owner agent have signed off on the permit. The maximum duration of the TCO shall be as noted on the permit, but not to exceed the duration of the original permit. Once all signatures have been obtained the owner/owner agent will provide a copy of the signed TCO to the field inspectors and supervisors to be documented as permanent record.



6. Once the signed TCO is recorded, all parties can access the conditions and/or stipulations of this application on-line using the TCO permit number.