



# CoSA – Phases of TCO and C of O

**“Structural/Framing letters & Special Inspections Final Report (or partial if only certain areas), should have been submitted and approved before requesting any phase for TCO or full C of O”**

## **Fixtures, Furniture & Equipment only (FF&E only) (not in contract)**

FF&E stands for furniture, fixture, and equipment to be installed in the space, but is NOT included in the GC’s contract. TCO’s for FF&E’s do not need landscape, tree, or traffic approvals. There are technically **no occupants** at this point of the TCO, but rather an approval from the inspectors to begin allowing the installation of items needed for occupant TCO. For FF&E, approvals needed are:

- Building
- Mechanical
- Electrical
- Plumbing
- Fire

## **FF&E plus staff, or admin, or training personnel only**

TCO’s for actual occupancy but **on a limited basis**, partial or full, training or stocking, requires traffic to be added to the list. If a kitchen area is to be included, or if food is to be served, a health approval also needs to be added to the list for approval requirements for this phase of TCO. Since now we’ve added actual occupants to the mix, adequate parking needs to be included as well as approaches and sidewalks. For FF&E for training the approvals needed are:

- Building
- Mechanical
- Electrical
- Plumbing
- Traffic
- Fire
- Health (if kitchen or pool are part of the project and requested area)

## **Certificate of Occupancy (C of O)**

Full Certificate of Occupancy (C of O) means to be open for business, full staff in operation with customers and general public having access to the facility. This will require all inspections to be scheduled and completed prior to the issuance of the full C of O. This is where tree, landscape, irrigation inspections become required to be scheduled and approved pursuing a **100% completion** for a letter of completion or a full Certificate of Occupancy. The approvals for full C of O needed are:

- Building
- Mechanical
- Electrical
- Plumbing
- Traffic
- Landscape/Tree
- Fire
- Health (if kitchen or pool are part of the project)
- Energy Compliance Letters