



CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT

1901 S. ALAMO ST. | SAN ANTONIO, TEXAS 78204
210-207-1111 | www.sanantonio.gov/dsd



Application for Temporary Certificate of Occupancy

Building AP#:

Contractor:

Contractor Contact:

Business Name (will display on TCO):

Business Address:

Requested Occupancy Date:

Project Completion Date (anticipated):

Area(s) Required for Occupancy:

Reason for Request:

Temporary Certificate of Occupancy Type

FF&E – Furniture, Fixtures, & Equipment only, not included in GC contract. No occupants other than installation staff and contractors.

FF&E + training – Furniture, Fixtures, & Equipment plus staff/admin/training personnel. Occupancy on limited basis. Additional inspection approvals required.

Full – Occupancy allowed with all required inspection approvals.

Identify All Incomplete/Failed Final Inspections

Fire	Building	Electrical	Mechanical	Plumbing	Health
Traffic	Landscape	Irrigation	Tree	Other	

Stipulations/Conditions of Approval

Signature: _____

Date: _____



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**Temporary Certificate of Occupancy
Information Handout**

- The 2015 International Building Code section 111.3 provides for issuance of a Temporary Certificate of Occupancy to use a portion or portions of a building or structure provided that such portion or portions shall be occupied safely. Prior to the issuance of a Temporary Certificate of Occupancy, a \$500.00 commercial issuance fee must be paid. The residential Temporary Certificate of Occupancy fee is \$150.00 (per building, or portion thereof).
- Development Services may suspend or revoke the Temporary Certificate of Occupancy if it is determined that the structure is in violation of any City of San Antonio adopted code or ordinance.
- Prior to the expiration of the Temporary Certificate of Occupancy, it is the responsibility of the contractor to request required inspections for completion of permitted work. Acceptable final inspections are required by all applicable trades prior to issuance of a Certificate of Occupancy. If uncompleted work cannot be finished during the duration of the Temporary Certificate of Occupancy, an extension must be requested at a cost of \$100.00 for commercial, \$75.00 for residential (per Temporary Certificate of Occupancy renewed).
- The Temporary Certificate of Occupancy may be issued when all necessary permits have been obtained and all inspections preceding the final inspection are approved.
- A Temporary Certificate of Occupancy application expires 30 days from the date of application. If a Temporary Certificate of Occupancy is not issued within this timeframe, the application is void. To reapply, the contractor must obtain a new application and pay applicable fees as per the Development Services Department fee schedule. Information Bulletin 126a outlines the Certificate of Occupancy and Temporary Certificate of Occupancy fees and any pertaining penalties involved.
- Applying for a Temporary Certificate of Occupancy does not mean you have authorization to use or occupy the building. Occupancy is authorized upon receipt, by the contractor, of a Temporary Certificate of Occupancy signed by the Building Official.
- To receive a Temporary Certificate of Occupancy, all life and safety construction items must be completed and when all necessary permits have been obtained and all inspections proceeding the final inspection are approved. All certification letters from engineers and special inspection reports must be submitted and approved prior to Temporary Certificate of Occupancy. All outstanding fees such as permit fees, plan review fees, re-inspection fees shall also be paid prior to Temporary Certificate of Occupancy.
- It is the responsibility of the contractor to request from the appropriate inspector an approval for Temporary Certificate of Occupancy. The inspector must document the approval on the yellow Temporary Certificate of Occupancy inspection slip and indicate the number of days approved. If the number of days approved by each inspector varies, then the lesser shall apply. Upon completion of this application, a Temporary Certificate of Occupancy will be prepared and handed to the contractor by Development Services Call Center staff located on the 1st floor of the DBS Center. This document will only be handed to the contractor of record or representative.
- Issuance of a Temporary Certificate of Occupancy does not constitute completion of a construction project. It is the contractor's responsibility to control the use and occupancy of a building until all clearances and inspection requirements are completed and a full Certificate of Occupancy is received.
- All construction work must be completed with full clearances and required inspection approvals prior to expiration of the Temporary Certificate of Occupancy. It is the contractor's responsibility to request all necessary inspections and approvals. If the project is not completed, it is the contractor's responsibility to contact the Chief Building Inspector to discuss options, which may include applying for another Temporary Certificate of Occupancy.
- **DO NOT OCCUPY A BUILDING OR PORTION THEREOF WITHOUT A TEMPORARY CERTIFICATE OF OCCUPANCY.** There is a \$500.00 new commercial occupancy without a Certificate of Occupancy penalty fee. The penalty fee for residential is \$300.00. There is also an existing commercial occupancy without Certificate of Occupancy penalty fee of \$200.00. (Plus the Certificate of Occupancy fee).
- **DO NOT ALLOW A TEMPORARY CERTIFICATE OF OCCUPANCY TO EXPIRE.** Occupancy of a building without a Temporary Certificate of Occupancy is a code violation and will immediately result in enforcement by this department, which may include the disconnection of utilities and the filing of a municipal court case.
- If you have any questions related to the Temporary Certificate of Occupancy process or inspection requirements specific to your project, feel free to contact the Building Inspector Supervisor at (210) 207-8314.

Initial: