



DEVELOPMENT SERVICES

Levels of Temporary Certificate of Occupancy (TCO)

Before a TCO can be issued, Special Inspection Report and Review along with all structural inspections/letters must be passed on the main permit and Shell (if applicable.)

Fixtures, Furniture & Equipment Only (TCO-FF&E)

FF&E stands for furniture, fixture, and equipment to be installed in the space. TCO's for FF&E do not need sitework approvals. There are no occupants at this stage of TCO. **The inspection approvals needed for TCO-FF&E are:**

- | | |
|-------------------------------------|-----------------------------------|
| ☐ Building | ☐ Plumbing |
| ☐ Electrical | ☐ Gas |
| ☐ Mechanical | ☐ Sewer |
| ☐ Fire | |

FF&E + Staff, Admin, or Training Personnel Only (TCO-FF&E + Training)

FF&E + Training means the TCO is for occupancy on a limited basis. Staff, admin, and training personnel for training and stocking purposes only will be allowed. Traffic and Health are now added to the list. **The inspection approvals needed for TCO-FF&E + Training are:**

- | | |
|-------------------------------------|-----------------------------------|
| ☐ Building | ☐ Plumbing |
| ☐ Electrical | ☐ Gas |
| ☐ Mechanical | ☐ Sewer |
| ☐ Fire | ☐ Traffic |
| ☐ Health | |

Additionally, the following inspection approvals are required on the Sitework Permit (if applicable):

- | |
|---|
| ☐ Traffic |
| ☐ Sewer Utility Site |

Full Occupancy (TCO-FULL)

Full TCO means to be open for business with full staff and customers present. All inspections need to be passed or receive approval prior to obtaining this level of TCO except for energy letters. **The inspection approvals needed for TCO-FULL are:**

- | | |
|-------------------------------------|-----------------------------------|
| ☐ Building | ☐ Plumbing |
| ☐ Electrical | ☐ Gas |
| ☐ Mechanical | ☐ Sewer |
| ☐ Fire | ☐ Traffic |
| ☐ Health | |

Additionally, the following inspection approvals are required on the Sitework Permit (if applicable):

- | |
|---|
| ☐ Traffic |
| ☐ Sewer Utility Site |