



CITY OF Agoura Hills  
Building & Safety  
Department

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**No. 14**

**Rev. 3/11**

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30001 Ladyface Court  
Agoura Hills, CA 91301  
Phone: (818) 597-7334  
Fax: (818) 597-7352

# Temporary Certificate of Occupancy (TCO) Process

***Note: The City of Agoura Hills Building and Safety does not issue Residential Temporary Certificates of Occupancy.***

Owners of Commercial structures may apply to request a Temporary Certificate of Occupancy (TCO) prior to final approval by the Building and Safety, in accordance with California Building Code (CBC) 109.4.

A TCO is typically requested when the **MAJORITY** of the construction is completed including all life safety requirements and there remain only minor finishing touches such as portions of landscape area, signage, etc. ***A TCO shall not be considered if any "life and health safety" items exist.***

Following is this process to request a TCO: ***Note: All written requests require minimum three (3) working days to process.***

1. Complete the attached Request for Temporary Certificate of Occupancy
2. Pay the applicable fees for the TCO process which is set at \$136.18. In the event the Building Official approves any further extensions, the applicant must pay an additional \$96.00 TCO extension fee.
3. Submit the request to the Building Official for review and consultation with the Inspection staff to determine feasibility at the given project.
4. If a TCO is feasible, the Building Official will route the request for Temporary Certificate of Occupancy to those Divisions/Departments that have not yet approved the project for a Certificate of Occupancy.
5. The reviewing Divisions/Departments will indicate approval or denial and list all deficiencies related to this project and forward their list to the Building Official. Once the approval is obtained from all Divisions/Departments, a TCO will be generated.
6. The applicant shall provide the Building Official with a projected completion date for each pending construction item.
7. Property owner, tenant, and the contractor must sign the TCO contract.

8. Typically a TCO is granted for a period not to exceed 2 weeks.
9. The Contractor/Developer/Owner shall request a final inspection approval from each Division/Department not yet providing their respective final approval through Building and Safety on or before the expiration date listed on the Temporary Certificate of Occupancy. Failure to obtain a permanent Certificate of Occupancy by the date stipulated may result in a suspension of utilities serving the property, TCO revocation, and/or applicable legal proceedings.
10. When Building and Safety receives all applicable City and County Department (listed below) **final** approvals, the utilities will be released and a final Certificate of Occupancy will be issued.

**City & County Departments**

**Contact Phone Numbers**

AGOURA HILLS BUILDING AND SAFETY DEPARTMENT	818-597-7334
AGOURA HILLS PUBLIC WORKS DEPARTMENT	818-597-7329
AGOURA HILLS PLANNING DEPARTMENT	818-597-7309
PLANNING (LANDSCAPE DIVISION)	818-597-7350
LOS ANGELES COUNTY FIRE DEPARTMENT	818-880-0341
LOS ANGELES COUNTY HEALTH DEPARTMENT	818-880-3409

**NOTE:**

*The City of Agoura Hills reserves the right to require the posting of a performance bond to assure completion of outstanding items needed for final sign off of the project.*

**CITY OF AGOURA HILLS  
BUILDING AND SAFETY**

**REQUEST FOR TEMPORARY CERTIFICATE OF OCCUPANCY**

Permit No.: \_\_\_\_\_

Project Address \_\_\_\_\_

Owner Name \_\_\_\_\_ Company Name \_\_\_\_\_

Superintendent Name \_\_\_\_\_ Company Name \_\_\_\_\_

Contact Phone No. \_\_\_\_\_ Projected Date of Completion: \_\_\_\_\_

**STATEMENT:** It is requested that the Building and Safety consider granting a Temporary Certificate of Occupancy for the following reason.

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**Property Owner:**

Print \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Tenant:**

Print \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_