

	<p align="center">CITY OF AGOURA HILLS</p> <p align="center">BUILDING & SAFETY DIVISION 30001 LADYFACE COURT AGOURA HILLS, CA 91301</p>	<p align="right">PHONE: (818) 597-7334 FAX: (818) 597-7352 www.AgouraHillsCity.org</p>
<p>TCO SUBMITTAL GUIDELINES (COMMERCIAL & MFR)</p>		<p>AP-02A 4-15-23</p>

SCOPE: MULTI-FAMILY AND COMMERCIAL/INDUSTRIAL/TENANT SPACE BUILDINGS

For the purpose of temporary occupancy, failure to progress a project to the next level of required inspection shall be deemed to be suspension of the work. Work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced.

BE ADVISED THAT NO FURNITURE OR STOCK SHALL BE MOVED IN. NO TENANT EMPLOYEES SHALL OCCUPY THE BUILDING OR SPACE UNTIL INSPECTION APPROVAL OF THE TEMPORARY OCCUPANCY IS GRANTED BY THE BUILDING & SAFETY DIVISION.

MINIMUM TEMPORARY OCCUPANCY REQUIREMENTS

Prior to requesting temporary occupancy, please make sure the following items, at a minimum, have been completed. If so, please read the submittal requirements.

1. All special inspection reports or final affidavits have been submitted, reviewed, and accepted by the Building Division (if applicable).
2. The Public Works Department has signed off and provided Final Approval (if applicable).
3. The Fire Department has signed off and provided Final Approval (if applicable). The fire sprinkler system shall be 100% complete and operational (if applicable).
4. Compliance with all project conditions, including, but not limited to:
 - a. Architectural features (e.g., building color)
 - b. Parking (including the number of spaces and configuration)
 - c. Bicycle parking, racks, and/or lockers
 - d. C&D tag approval
 - e. Other project specific conditions
5. All accessibility requirements for building access, common areas, and occupied areas shall be completed
6. All exit systems serving the proposed occupied areas are to be completed and shall be maintained clear of all construction related activities, personnel, and materials
7. All plan revisions and deferred submittals have been submitted, approved, and on the jobsite.
8. The occupying tenant shall have submitted a Use and Occupancy application form.
9. The tenant area, proposed to be occupied, shall be completed to a level meeting all occupancy related code requirements.
10. Departments, Divisions, and outside Agencies' Contacts.

City & County Departments

Contact Phone Numbers

<input type="checkbox"/> AGOURA HILLS BUILDING AND SAFETY DIVISION	818-597-7334
<input type="checkbox"/> AGOURA HILLS PUBLIC WORKS DEPARTMENT	818-597-7329
<input type="checkbox"/> AGOURA HILLS PLANNING DIVISION	818-597-7309
<input type="checkbox"/> PLANNING (LANDSCAPE DIVISION)	818-597-7350
<input type="checkbox"/> LOS ANGELES COUNTY FIRE DEPARTMENT	818-880-0341
<input type="checkbox"/> 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*

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assure completion of outstanding items needed for final sign off of the project.

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SUBMITTAL REQUIREMENTS

A written request for temporary occupancy shall be submitted on company letterhead to the Building Division Inspection Services; it shall be submitted at least 10 working days prior to the proposed occupancy date.

The request shall include the following information:

PROJECT INFORMATION

1. Include the building permit number.
2. List the jobsite address.
3. Provide the date of proposed occupancy.
4. Include a description of the extent of construction that will remain at the time of proposed occupancy and an estimate of the time period needed to complete those items.

APPROVALS FROM OTHER DEPARTMENTS/AGENCIES

5. Attach documentation that all special inspection reports or final affidavit have been submitted, reviewed, and accepted by Building Division (if applicable).
6. Attach documentation that Public Works Department has signed-off and provided Final Approval (if applicable).
7. Attach documentation that Fire Department has signed-off and provided Final Approval (if applicable).
8. Attached documentation that the County Health Department has signed-off and provided Final Approval (if applicable).

BUILDING DIVISION REQUIREMENTS

9. Attach documentation that accessibility has been signed-off and that all exit systems have been reviewed.
10. Provide revision numbers for all plan revisions and deferred submittals and documentation that they were approved by Building Division.
11. Provide the date for when Use and Occupancy permit application was been submitted.

CONTACT INFORMATION

12. Tenant information: Name, address, email, phone number, and signature
13. Contractor information: Name, address, email, phone number, and signature
14. Owner information: Name, address, email, phone number, and signature

ENCLOSED PAYMENT

15. Make sure payment is included at submittal.

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CITY OF AGOURA HILLS - BUILDING AND SAFETY DIVISION

REQUEST FOR TEMPORARY CERTIFICATE OF OCCUPANCY

Permit No.: _____ Occupancy Type.: _____

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.

Property Owner: _____

Address _____ Signature _____ Date _____

Contractor: _____

Address _____ Signature _____ Date _____

Tenant: _____

Address _____ Signature _____ Date _____