



TEMPORARY CERTIFICATE OF OCCUPANCY (TCO) REQUIREMENTS

TCO DEFINITION:

Temporary Certificate of Occupancy (TCO) may be issued to projects upon request from customers needing to occupy spaces or buildings prior to final CO inspection due to scheduling constraints or similar challenges. TCOs are provided as accommodations to projects that do not currently hold a Certificate of Occupancy (CO) and the occupancy is limited to the following:

- Moving in equipment, stock, and key staff **prior to** grand opening/start of business to the general public.
- A TCO shall be limited to **45 days from date of issuance**.
- Customers are responsible to complete all work within the period granted by the TCO.
- Upon expiration, TCOs shall become null and void.
- A TCO is processed as an additional inspection on a project permit.
- A full CO is still required **prior to full occupancy** of spaces or buildings.

Note: Once payment for a TCO is made, **inspections are required** by the Building Inspections Dept. prior to granting of TCO.

FINAL INSPECTIONS NEEDING APPROVALS PRIOR TO TCO AND CO:

TCO	CO
Coordination for MEP and Building Trades	Final Mechanical
Coordination with Fire (if required)	Final Electrical
Coordination with Health (if required)	Final Plumbing
Coordination with Engineering (if required)	Final Health Approval (if required)
	Final Fire Approval (if required)
	Engineering Release (if required)
	Final Building/Certificate of Occupancy

TCO FEES:

- **New TCO:** \$100 TCO fee for each project **PLUS** \$100 for each outstanding trades that have not received and passed a Final Inspection (ex: MEP, Health, Engineering, Fire, Backflow).
- **Renew TCO:** An additional \$100 fee **PLUS** \$100 for each outstanding trades (ex: MEP, Health, Engineering, Fire, Backflow) if a customer needs a TCO renewal.
- **Re-inspection Fees during TCO period:** If required during TCO or TCO Renewal process, current re-inspection fee structure in increments of \$50, \$75, and \$100 will be assessed.

TCO RENEWAL:

Prior to approval of a TCO Renewal, the Building Official or his designees shall review circumstances of the project needing renewal and approve or disapprove the customer's request. If the renewal is approved, the customer must pay all appropriate fees (see TCO FEES above). TCO renewal shall only occur **once** and is limited to **45 days**. Expired TCOs will follow guidelines below:

- If full CO approved and issued during the TCO period:** No further action needed.
- If full CO has not been approved nor issued during the TCO period:** Renewal of the TCO is required and customer must contact Building Inspections to request a renewal of the TCO.
- If TCO Renewal has already been granted once:** See consequence of non compliance with final CO below.

FINAL CO COMPLIANCE:

If a customer's project has exhausted both TCO and TCO renewal option and cannot obtain a full CO prior to the ending of the TCO period, the project may experience the loss of utility releases and an order to disconnect may be issued to utility providers. It is in the best interest of the customer to make all efforts to obtain a full CO during the TCO period or during the TCO Renewal period (subject to administrative approval by the Building Official). For additional information please contact the Plans Examiner of the Day for assistance.

This handout is for informational purposes only and should not be relied on in place of official regulations and/or policies. The CITY OF PLANO makes no representations, guarantees, or warranties as to the accuracy, completeness, currency, or suitability of the information provided via the handout. Customers and citizens are personally responsible for complying with all local, state and federal laws pertaining to projects within the city. Copies of the CITY OF PLANO adopted codes and Zoning Ordinances can be found on the city website at www.plano.gov or at the CITY OF PLANO Municipal Center at 1520 Avenue K, Plano, Texas.

