



Request for Temporary Certificate of Occupancy

The Building official finds that no substantial hazard will result from occupancy of any building or portion thereof before the same is completed, a Temporary certificate of Occupancy (TCO) may be issued prior to the completion of the entire building or structure.

Note: All requests are processed on a case by case bases after completion of the following items:

1. All outstanding fees are to be paid in full.
2. Fire Department has approved fire safety systems.
3. Electrical Systems to be completed and safe.
4. Job sites with elevator service shall have State Fire Marshal approval of safety components and certification.
5. Accessibility to be in substantial conformance. At least one path of travel to be compliant.
6. Health Department signed off, should the project require Alameda County Health Department's approval.
7. Landscape requirements – see other side.

The following business or resident is requesting Temporary Occupancy shall be granted at the following noted location.

TCO to be effective on _____ (*Effective Date*) and expire at 12:00 noon on _____ (*End Date*).

Business Name: _____

Permit Number: _____

Address: _____

Occupancy Group: _____

Type of Building Const: _____

Use Approved: _____

Reason TCO requested: _____

We acknowledge the following list of items is yet to be completed or corrected:

A) Building/Pluming/Mechanical/Electrical

1. _____
2. _____
3. _____

Prior to the expiration of the Temporary Occupancy, the owner will schedule inspections to insure that all issues stated in the above or attached list are resolved to the full satisfaction of the City of Hayward Building Department. However, if owner fails to comply by the expiration date, a Code Enforcement case will be generated with Hayward Code Enforcement Division for resolution of this matter. Fines and or fees may apply.

PERMIT HOLDER

CONSTRUCTION COMPANY

Signature:	_____	_____
Printed Name:	_____	_____
Title:	_____	_____
Phone:	_____	_____

OFFICE USE ONLY

Request for TCO Approved:	_____	_____
	City of Hayward Building Inspector	Date
Request for TCO Approved:	_____	_____
	City of Hayward Building official	Date

CERTIFICATE OF DEPOSIT

For Required Landscape Improvements for Issuance of Temporary Certificate of Occupancy

Certificate of Deposit (CD) shall be made by the Applicant, and both the Applicant and the City names shall appear and must be connected by the word “and.”:

“City of Hayward and Purchaser’s Name”

Required Submittals to the City when requesting a Temporary Certificate of Occupancy

1. A confirmation letter from a manager of the institute where CD account is created to the City’s Landscape Architect, Michelle Koo, stating account number, account amount, project address, building permit number, and purchaser’s name. The CD amount shall be equal to the full contract amount to complete landscape and irrigation improvements as shown on the approved plans. The letter shall state clearly that the account shall not be released without a written letter of release from the City of Hayward.
2. A copy of the CD account information showing the account type, account number, account amount and purchaser’s name.
3. A copy of the signed contract with landscape contractor/general contractor showing the contract amount for completing the work in conformance with the approved landscape and irrigation plans. The contract shall include reference information such as project name and address, client, project description and scope of work
- 4.

CD shall be released upon full acceptance of landscape improvements by the City Landscape Architect. A letter of release will be issued to the issuing bank with a copy to the building permit applicant/purchaser.

There shall be no financial benefit to the building permit applicant/purchaser if the work doesn’t get completed; however, the CD will allow the City to complete the work.