



Building Temporary Certificate of Occupancy (TCO) Inspections Checklist

Commercial Inspections

DevelopmentATX.com | Phone: 311 (or 512-974-2000 outside Austin)
For submittal and fee information, see austintexas.gov/digitaldevelopment

This checklist is provided as a reference tool, and it is not intended to be exhaustive of all possible requirements. Please refer to the latest adopted International Building Code (IBC), International Residential Code (IRC), International Energy Conservation Code (I.E.C.C) Local Amendments to the International Residential Code (IRC-LA), I.E.C.C (IECC-LA), the City of Austin Building Criteria Manual (BCM), the Uniform Plumbing Code (UPC), the City of Austin Land Development Code (LDC), and the National Electric Code (NEC) for code sections listed below.

- IRC, IECC and IBC <https://codes.iccsafe.org/public/collections/I-Codes>
- Local amendments <https://library.municode.com/TX/Austin>
- UPC and UMC <http://www.iapmo.org/>
- NEC <https://www.nfpa.org/>

Please verify the following before scheduling the inspection:

108 Stocking

- The contractor or person doing the work has reviewed the approved plans and can ensure that the construction being inspected is consistent and ready for inspection.
- Job address is posted in a visible location. *IBC 105.7*
- Contractor has a set of “approved plans,” either electronic or paper, on site. *IBC 17.2.1, 107.3*
- Mechanical, electric, plumbing, and fire have passed TCO inspection.
- TCO fee has been paid. *IBC Section 109.1*

109 Occupancy

- The contractor or person doing the work has reviewed the approved plans and can ensure that the construction being inspected is consistent and ready for inspection.
- Job address is posted in a visible location. *IBC 105.7*
- Contractor has a set of “approved plans,” either electronic or paper, on site. *IBC 17.2.1, 107.3*
- Mechanical, electric, plumbing, and fire have passed TCO inspection.
- TCO fee has been paid. *2015 IBC Section 109.1*
- All required one-time inspections (environmental, landscape, etc.) have passed TCO or final.
- TCO fee has been paid. *2015 IBC Section 109.1*
- There is no ceiling below the required height. *2015 IBC section 1003.2*
- Doors, when fully opened, do not reduce the required width by more than 7 inches (178 mm). *IBC section 1005.7.1*
- Doors, in any position, do not reduce the required width by more than one-half. *IBC section 1005.7.1*
- Building includes all required *exits*, exit access doorways, exit access stairways or ramps, or any combination thereof. *IBC section 1007.1.1*
- Building includes all required stairways between stories. *IBC section 1009.3*
- The capacity of each door opening is sufficient for the occupant load. *2015 IBC section 1010.1.1*
- All life safety requirements are met.
- A readily visible, durable sign is posted on the egress side, on or adjacent to the door, stating: THIS DOOR TO REMAIN UNLOCKED WHEN THIS SPACE IS OCCUPIED.
 - The sign is in letters 1 inch (25 mm) high on a contrasting background. *2015 IBC section 1010.1.9.3 subsection 2.2*