

TEMPORARY CERTIFICATE OF OCCUPANCY & TCO STOCKING

— from start to finish —



1 General Information



These inspections may be conducted at any time after all required building inspections have been completed. Address must be posted on the site at all times and visible from the street throughout the construction process.

Prior to the start of construction, erosion & sediment controls as well as tree protection measures need to be in place if applicable to your project. For more information, [please reference](#) the Tree Protection and Erosion/Sedimentation Controls Flowchart.

TCO Fees: please refer to the current City of Austin fee schedule ([Commercial Building Fee Schedule, FY 2020](#))

- TCO Occupancy (Temporary Certificate Expires after 90 days; must be renewed by scheduling paying renewal fees and scheduling TCO inspection.)
 - Building: \$61.36
 - Trades: \$61.36
- TCO Stocking (TCO Stocking is allowed for 90 days only; no renewal on TCO Stocking.)
 - Building: \$61.36
 - Trades: \$61.36
- TCO Renewal (Trade TCO Inspections must be scheduled and approved before all other TCO Inspections.)
 - Building: \$57.20
 - Trades: \$61.36

A Temporary Certificate of Occupancy (TCO) or Certificate of Occupancy (CO) must be issued before a structure is occupied or stocked with materials, furniture and/or merchandise.

If a structure is found to be occupied or stocked with materials, furniture and/or merchandise prior to the issuance of a TCO or CO, approval of the TCO or CO shall be denied, and an automatic \$750 nonrefundable fee will incur, and any prior approval of temporary utility services may be withdrawn without notice. A TCO may be voided at any time if circumstances warrant. Repeated violations shall result in a 90-day suspension from this program and no refunds will be approved.

Temporary CO Inspections

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Trade TCO Inspections

- **306 Electrical TCO Occupancy OR 307 Electrical TCO Stocking**
- **406 Mechanical TCO Occupancy OR 407 Mechanical TCO Stocking**
- **522 Plumbing TCO Occupancy OR 523 Plumbing TCO Stocking**
- **207 Driveway/Sidewalk TCO Occupancy OR 208 Driveway Sidewalk TCO Stocking**

Department TCO Inspections

- **608 Fire TCO Occupancy OR 607 Fire TCO Stocking** (512-974-0160, Option 5)
- **610 Austin Water Temporary Utilities** (512-972-0000, Option 4)
- **613 Health TCO Stocking OR 614 Health TCO Occupancy** (512-978-0300, Option 5)

One-Time TCO Inspections

- **600 Environmental TCO Occupancy OR 601 Environmental TCO Stocking** (512-974-2278)
- **617 Landscape TCO Occupancy OR 618 Landscape TCO Stocking** (512-974-2278)

3 Final TCO Inspections

Building TCO Inspection

- **109 Building TCO Occupancy OR 108 Building Stocking** (Schedule the TCO Inspection the next business day after acceptance of all other TCO Inspections)
- TCO Certificate: The Building Inspector will approve the TCO and print the TCO Certificate for the customer to post on the site adjacent to the main entrance to the structure.
- **112 Final Building Inspection/Certificate of Occupancy:** Once the Final Building Inspection passes, the Certificate of Occupancy may be issued at which time the Building Inspector will remove the TCO Certificate.
- Certificate of Compliance: May be issued for non-occupied structures, such as shell structure, cell tower, etc.



All Processes to comply with current Codes and City Ordinances. See City Code Section 25-12-1 for Local Amendments to the Building Code.