

Pikes Peak **REGIONAL** Building Department

POLICY:

Policy effective: October 15, 2018

Updated October 17, 2022

TEMPORARY CERTIFICATES OF OCCUPANCY (TCO).

Section RBC110.4 of the 2017 Pikes Peak Regional Building Code (PPRBC)

CODE AS WRITTEN:

RBC110.4 TEMPORARY CERTIFICATES. A temporary certificate of occupancy may be issued by the Building Official for the use of a portion or portions of a building or structure prior to the completion of the entire building or structure.

POLICY:

A TCO may be requested for all projects in which a Certificate of Occupancy will be required per Section RBC110 of the PPRBC, including but not limited to:

- New Single Family Residences
- New Commercial Buildings and Structures
- New Commercial Interior Finishes
- Change of Occupancy Classification

RESIDENTIAL REQUIREMENTS

- All final inspections, including PPRBD disciplines and outside agencies, must be “partialed”, at a minimum.
- All Life/Safety items must be completed to the satisfaction of the Building Inspector.
- Issuance of a TCO will require payment of a \$50 non-refundable fee and notice the business day prior to the Chief Building Inspector, Permit Supervisor, or Deputy Building Official, and is subject to review.
- TCO’s will expire 30 days after issuance.
- 30-day TCO extensions are available, as needed, provided proof of substantial progress is verified by the Chief Building Inspector, Permit Supervisor, or Deputy Building Official.
- TCO’s are only available to Licensed Contractors and are not applicable to Homeowner Permits.

COMMERCIAL REQUIREMENTS

- All final inspections, including PPRBD disciplines and outside agencies, must be “partialed”, at a minimum.
- All Life/Safety items must be completed to the satisfaction of the Building Inspector.
- Issuance of a TCO will require payment of a \$50 non-refundable fee and 2 business days prior notice to the Chief Building Inspector, Permit Supervisor, or Deputy Building Official, and is subject to review.
- TCO’s will expire 30 days after issuance
- 30-day TCO extensions are available, as needed, provided proof of substantial progress is verified by the Chief Building Inspector, Permit Supervisor, or Deputy Building Official.
- For multi-tenant buildings, TCO’s for interior finishes shall only be considered when:
 - ◊ Core/Shell permit shows all required final inspections are “completed” with the exception of the Zoning Final Inspection (Z=), which may be “partialed”.

COMMERCIAL PHASED TCO’S

- Require architectural stamped, color-coded, phasing plans that clearly indicate compliant Life/Safety items for each phased area.
- Phasing plans are subject to review and approval by the Deputy Building Official, Fire Authority, and others, with sufficient lead time of 10 working days, at a minimum.
- Additional requirements may apply depending on the scope of the project.
- All commercial requirements above will apply to each phase.

If a TCO expires before a Certificate of Occupancy (CO) is issued, it may result in a “temporary block” on your license, preventing further permits being issued or inspections being scheduled until the CO issues are resolved, as this is a violation of Section RBC110 of the PPRBC