



**TECHNICAL BULLETIN**  
**Planning & Development Services**  
**Building Inspections Division**

**TOPIC: Temporary Certificate of Occupancy (TCO)**

This Technical Bulletin contains detailed information on Temporary Certificates of Occupancy (TCO), eligible situations, and how to apply. A building project with an issued building permit may be eligible for a TCO. The Construction Chapter provides that the “Building Official may issue a TCO for the use of a portion or portions of a building, structure, or site prior to the completion of the entire building, structure or site improvements but only if that portion or portions can be occupied safely. The Building Official shall set a time period during which the temporary Certificate of Occupancy is valid.”

For a TCO request to be considered, the following must have taken place:

1. An application for Certificate of Occupancy has been filed by the future tenant of the building/space.
2. Both the **Fire Final** and the **Building Final** inspections on the issued building permit have been passed or failed for non-life-safety issues. All fire sprinkler, fire alarm, and fire suppression systems must be approved by the fire department. All building code life-safety requirements related to egress, stairs, steps, railings, etc. must be completed and approved by the inspector.
3. The registered general contractor (or his authorized agent) and the CO tenant must both complete and sign the request for the TCO and submit to the Building Official. Signatures of individuals that are not on file with the City of Arlington will not be accepted.
4. The Building Official will cause the request for the TCO to be reviewed within 48 hours. If the Building Official finds the request to be acceptable, a TCO will be issued with an expiration date listed. **TCO requests received on a Friday cannot be processed in time to issue the TCO for the weekend.**
5. It is the responsibility of the general contractor and the tenant to follow through with the completion of the items and requests for inspections in order to “Final” the building permit and issue the permanent CO prior to the expiration of the TCO.
6. The holder of the TCO may not operate the business without a valid TCO or a valid CO.

If you have specific questions, please contact at (817) 459-6502.