

Temporary Certificate of Occupancy (TCO) Guidance

The following information is intended as a **guideline** for use by the applicant during the Temporary Certificate of Occupancy application process. The following list of items is not necessarily comprehensive. Please note that each project is unique and may have additional requirements by the inspector(s) involved in the project. Any issues with other permitting departments preventing the issuance of a TCO will need to be resolved prior to TCO issuance. The following information was largely obtained from a Guidance Paper issued by the North Carolina Department of Insurance on December 13th, 2017.

Approval to issue a Temporary Certificate of Occupancy will require approval from all inspectors (Building, Mechanical, Plumbing, Electrical, and Fire) prior to issuance. These inspectors hereinafter will be referred to as Code Officials. Wake County Building Officials will require Fire Marshal approval before issuing a TCO. **Minimum** requirements to obtain the Code Official's approval for TCO issuance are below. All items shall be addressed and/or corrected prior to TCO issuance. Further requirements may exist and shall be discussed with the appropriate Code Official.

The requirements for issuing a Stocking Permit must be met for issuing a TCO. They are as follows:

- ☐ Building identification (street numbers, name, etc.) must be provided as required by the Code Official.
- ☐ One accessible parking space with an accessible route to the building work areas must be provided
- ☐ All stairs, doors, and rooms shall be labeled and/or identified appropriately
- ☐ Pathways and egress stairways shall be clear of all construction material (including base of stair/landings)
- ☐ If an elevator is to be utilized, it shall have NC Department of Labor approval.
- ☐ A functional fire protection system, excluding kitchen hood suppression system(s), if such system is required
- ☐ A functional fire alarm system including dial out, initiation, and occupant notification
- ☐ Backup power if designed to support life safety systems (i.e. exit signage, emergency lighting, fire alarm)
- ☐ Zone maps (temporary or permanent) placed at all required locations
- ☐ Key box with appropriate keys stored within
- ☐ Secondary containment, when required (hazardous materials storage and handling areas)
- ☐ All overhead work must be completed
- ☐ One working, accessible toilet must be installed and functional

The additional requirements specific to the issuance of a TCO that are not covered by a Stocking Permit are as follows:

- ☐ Functional two-way communication installed in its permanent state
- ☐ All required area of rescue communication installed in its permanent state and functionally operable
- ☐ Required bidirectional antenna systems (unless approved radio coverage is provided for the area of requested occupancy. This will be determined on a case-by-case basis by the appropriate Code Official.)
- ☐ Final building keys placed in key box
- ☐ Smoke and heat vent(s) tested and functional
- ☐ Fire lane striping completed and free of equipment, vehicles, etc.
- ☐ All appropriate signage (FDC, PIV, FACP, RISER ROOM, rated walls, etc.) installed
- ☐ Fire extinguishers installed appropriately within the area in which a TCO is requested
- ☐ All occupant load placards shall be permanently installed within the area in which the TCO is requested

- ☐ Elevator keys placed in elevator room
- ☐ If provided, all legally required emergency generators requirements shall be met, tested, and approved by the Electrical Code Official
- ☐ All evacuation maps (if applicable) shall be permanently installed
- ☐ Vehicle impact protection installed as needed
- ☐ All areas as designated by the Building Code Official must meet ADA requirements (egress travel, guardrails/handrails, etc.)
- ☐ All hazardous materials, construction materials, and debris must be removed from the requested TCO area(s)

Other Wake County Departments (such as Environmental Services, etc.) and/or state and local agencies (such as Department of Labor, local utility company, etc.) may have additional requirements. The Authority having Jurisdiction may also require zoning approval. Questions and concerns should be directed to the appropriate organization.

Please forward all questions and requests related to this document to any Wake County Code Official.

Contact information can be found at [Wake County Inspections & Permits](#)

Fire Services representatives' contact information can be found at [Wake County Fire Marshal's Office](#)