



STANDARD OPERATING PROCEDURES

Construction Services Division

Subject: Partial Certificate of Occupancy (PCO) Procedure

Last Updated: 01/30/2019

Purpose: To establish procedural guidelines in regard to certifying a portion of a structure to be in compliance with applicable building codes and other laws and indicating it to be in condition suitable for occupancy.

Legal Authority: FBC 111.3

Procedure

Rental Apartment Complex, High Rise and Office Buildings

The following PCO options are available if the structure is an apartment complex, high rise, or office building:

1. Split project by buildings (one PCO per building).
2. Split project by Building Close-Out Phases (one PCO per Building Close-Out Phase; e.g., Phase 1 – Courtyard and cabana, Phase 2 – Parking garage, Phase 3 – Amenity area, etc).

Note: The term “Building Close-Out Phase” as outlined above in regard to PCO’s should not be confused with the term “Construction Phasing” (site/foundation/shell/complete). Whereas Construction Phasing refers to the splitting of a project into different parts or “phases” of construction, Building Close-Out Phasing refers to the splitting of a project into various portions for purposes of certifying different areas for occupancy.

3. Split project by building floors.

Note: Life Safety will need to be completed on the entire building and/or a 2hr rated separation wall will be required to separate construction areas from occupiable areas.

Process

1. The PCO process will be communicated to the client at time of PPR meeting and/or at time of first plan review by Plan Reviewer. Clients wishing to obtain PCO’s based on Building Close-Out Phases (see item 2 above) should include in the permit package a close-out phasing plan for review/ approval by City staff.
2. PCO’s will be created based on the need of the client, either for each individual building structure(s) or for each dwelling unit.
3. All inspections are to be recorded under either the Foundation/Site Permit (on phased construction records) or the “to complete” permit in accordance with the scope of work.
4. First occupiable building PCO (certificate) will not be issued until:
 - a. All Impact Fees have been paid.
 - b. Utilities have released their Condition Hold or email approval is obtained for release of PCO.
 - c. Applicable conditions affecting occupancy are released.

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5. Final Inspections Approval will be documented in the PCO record for BLD, FIRE, ELE, MEC & PLB for the areas included in the PCO record description / approved phasing plan.
6. Partial Final Inspection Approval will be required on F/A, F/P and U/G Fire permits.

Townhouse (Fee Simple-R3)

PCO Option(s):

1. On a Complete record:
 - a. Parent record will house all inspections.
 - b. PCO record(s) will require FINAL inspection approvals on all trades, including Fire.
2. On a 2-phase (construction phasing) record:
 - a. Site/Foundation to include inspections: site items, foundation, underground MEP's, slab and fire final (4 stories only for sprinkler).
 - b. Shell record will include all other inspections.
 - c. PCO record(s) will require FINAL inspection approvals on all trades, including Fire.

Dwellings (Rentals- R2)/ Townhomes

PCO Option(s):

1. On a Complete record:
 - a. Parent record will house all inspections.
 - b. PCO record(s) will require FINAL inspection approvals on all trades, including Fire.
2. On construction phase(d) record(s):
 - a. Site/Foundation record to include inspections for: site items, foundation, underground MEP's and slab.
 - b. Shell record will include all other inspections.
 - c. PCO record(s) will require FINAL inspection approvals on all trades, including Fire.

Condominium Apartments Projects

PCO Option(s):

1. On a Completed Record:
 - a. PCO's will be created based on the need of the client, either for each individual building(s) structure or for each dwelling unit.
 - b. Parent record will house all inspections.
 - c. PCO record(s) will require FINAL inspection approvals on all trades, including Fire.
2. On a 2-phase (construction phasing) record:
 - a. PCO's will be created based on the need of the client, either for each individual building(s) structure or for each dwelling unit.
 - b. Site/Foundation record to include inspections for: site items, foundation, underground MEP's and slab and Fire final.
 - c. Shell record will include all other inspections.
 - d. PCO record(s) will require FINAL inspection approvals on all trades, including Fire.

Note: Life Safety needs to be completed or a 2hr rated separation wall will be required for individual units released.