



CITY OF KYLE

Building Department Temporary Certificate of Occupancy Checklist



This checklist is provided as a reference tool, and it is not intended to be exhaustive of all possible requirements.

Please refer to the [International Code Councils Library of Codes](#) for a complete list of the codes applicable to your project. For electrical concerns please refer to the NFPA National Electric Code (NEC).

Section 111.1 2021 International Building Code: A building or structure shall not be occupied in whole or in part until the building official has issued a certificate of occupancy.

Please note that TCO's are only valid for 30 days, extension can be requested

To be considered for a Temporary Certificate of Occupancy (TCO) the following actions must be complete:

1. Inspection staff have confirmed the project can be safely occupied or stocked.
2. Temporary Certificates of Occupancy are only available for commercial projects and can only be approved by the Building Official or their designated staff.
3. Requests must be submitted via email to the [Building Department](#).
4. All fees must be paid, including the TCO fee. Please email All-Building@cityofkyle.com once payment is made.
5. All preliminary building, mechanical, plumbing, and electrical final inspections must be approved.
6. The following final inspections (if applicable) must be approved or completed with minimal non-safety-related deficiencies.
 - a. Building Final/MEP Final
 - b. Final Gas
 - c. Final Fire
 - d. Final Public Works*
 - e. Planning Final*

*Special consideration may given for TCO issuance without these approvals, but full occupancy authorization cannot be granted without their approval.