



Building Temporary Certificate of Occupancy Checklist

Commercial Inspections

Cityofkyle.com | Phone: 512-262-3911
<https://www.cityofkyle.com/building/page/apply-online-permits-inspections-and-plans>

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, <https://www.iccsafe.org/> for a complete list of the codes applicable to your project. For electrical concerns please refer to the NFPA National Electric Code (NEC). Items listed without a code reference are included for advisory purposes or based on departmental policy, manufacturer specifications or other regulatory guidelines.

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.

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

Temporary Certificate of Occupancy

- ☐ Inspection staff have confirmed the project can be safely occupied or stocked.
- ☐ Temporary Certificates of Occupancy are only available for commercial projects and can only be approved by the Building Official or their designated staff. Requests must be submitted via email to the Building Department.
- ☐ All fees must be paid, including the TCO fee. Please email once payment is made.
- ☐ All preliminary building, mechanical, plumbing, and electrical final inspections must be approved.
- ☐ The following final inspections (if applicable) must be approved or completed with minimal non-safety-related deficiencies.
 - Building Final/MEP Final
 - Final Gas
 - Final Fire
 - Final Public Works
 - Final Site Plan
- ☐ A TDLR Licensed Registered Accessibility Specialist must have completed their Texas Accessibility Standards (TAS aka ADA) inspection.
- ☐ All required documentation applicable to the project has been uploaded to the permit.