



Application for Temporary Certificate of Occupancy

TEMPORARY BANQUET HALL TO RESTAURANT CONVERSION PROGRAM (COVID-19)

Email completed application to: kkhukoyan@glendaleca.gov

Required Information *Please Print in Ink or type*

BUILDING PERMIT NO. _____	BTCO No. _____	
PROJECT ADDRESS, CITY AND ZIP _____		
DESCRIBE REASON FOR REQUEST: TCO to allow for change of use from Banquet Hall to Restaurant Use. A copy of the BRC is attached to the TCO Application. The TCO expires on December 31, 2020 or when the Banquet Hall Use is permitted use by the LA County Public Health Dept.		
APPLICANT'S NAME: _____	MAILING ADDRESS: _____	PHONE NUMBER: _____
APPLICANT'S E-MAIL ADDRESS: _____		
OWNER'S NAME: _____	MAILING ADDRESS: _____	DAYTIME PHONE NUMBER: _____
OWNER'S E-MAIL ADDRESS: _____		
IF NEW STRUCTURE; Please provide a current mailing address & owner: _____		
Request is for: <input type="checkbox"/> Fixtures Only <input type="checkbox"/> General Occupancy <input type="checkbox"/> Partial (Provide 8½ x 11 plan showing portion of building) <input type="checkbox"/> Reinspection <input type="checkbox"/> Stocking / Training		
ENTIRE BUILDING DESCRIPTION # Stories _____ DESCRIPTION OF PORTION TO BE OCCUPIED _____		
Type: _____	Size: _____	Floor # _____ Occ. Load: _____
Occupancy _____	Use: _____	Suite # _____ Occ. Load: _____
Occupancy Load: _____	Core & Shell ONLY: _____	Other: _____
Occ. Load: _____		

I understand that inspections related to a temporary certificate of occupancy are not related to the final inspections of the building and I certify that:

(All apply unless initialed by inspector)

For Inspectors Only

- 1.- All disabled access requirements are provided in and to the spaces to be occupied under this request and will be maintained.
- 2.- All fire sensitive construction & apparatuses are complete and operable and will be maintained.
- 3.- All existing fire protection and life safety systems are complete and unobstructed and will be maintained.
- 4.- All required parking is provided for the space (s) to be occupied under this request, and will be maintained.
- 5.- All building systems required for occupancy are safe (including gas, electric, elevators, etc.) and will be maintained.
- 6.- All public works improvements are completed and will be maintained.

Signature of Applicant

Date

FOR OFFICIAL USE ONLY

Payment Date: _____

Fee Paid: _____

Receipt No.: _____

BOND REQUIRED: Yes No

Type: _____ Uses _____

Distribution:

Occ. _____

Owner Fire

AMOUNT: _____

Applicant Other

Inspector

DESCRIPTION _____

Stories _____

Sub-Levels: _____

CONDITIONS OF TEMPORARY OCCUPANCY

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Building permit no. _____ BTCO no. _____

BUILDING:

FIRE: The owner/operator shall permit the Director of Community Development, or his/her designee, at any time, including the Glendale Police Department and/or Glendale Fire Department to enter and inspect the premises to verify that seating and use is compliant with the TCO and COVID-19 protocols.

Smoking is prohibited unless a smoking permitted area license is first obtained pursuant to GMC 5.98.

ENGINEERING:

PLANNING: Conditions of alcohol sales, service and consumption consistent with the approved CUP and AUP.

Department Action: In accordance with Chapter 1, Section 110.3 or 110.4 the request is granted in as much as the Building Official finds that no substantial hazard will exist from the Temporary Occupancy.

Division Concurrence	Yes	No	N/A	Print Name	Sign Name	
Building Inspector						
Electrical						
Plumbing						
Heating & A/C						
Disabled Access						
Fire Division						
P.W. Engineering						
Grading						

APPROVED BY

APPROVAL DATE

EXPIRATION DATE



Temporary Certificate of Occupancy Agreement

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Building permit no. _____ BTCO no. _____

Section 111.3 Volume IA of the Glendale Building and Safety Code does not mandate, but does authorize the Building Official to allow the occupancy of a building or portion thereof prior to completion of all work covered by a building permit issued by the City of Glendale when, at the discretion of the Building Official the structure can be safely occupied.

As part of the official review of all applications, the Building Official of the City of Glendale requires the owner of the property or their attorney to sign this agreement acknowledging the basic parameters of a Temporary Certificate of Occupancy.

Project Address: _____

Proposed Completion Date of Construction: _____

Acknowledgement Owner

I certify I am the owner of, or attorney for the above referenced property and I understand and agree to the following:

1. The building under construction is not fully in compliance with the City of Glendale building code.
2. If the work needed to final the permit is not completed within time granted by this Temporary Certificate of Occupancy, the building will be vacated unless an extension of the Temporary Certificate of Occupancy has been filed, paid for and inspections and review are completed prior to the expiration date of this action.
3. I, as owner, will be responsible for all enforcement and vacation costs, if needed.
4. I understand that non-compliance will be a violation in accordance with section A114.4 Volume IA of the Glendale Building and Safety Code.

Owner's Printed Name: _____

Owner's Signature: _____

Date: _____

Or.

Attorney's Printed Name: _____

Attorney's Signature: _____

Date: _____