Q. What criteria needs to be met in order to be issued a TCO?
A. TCOs are typically issued when construction work is 90% or more complete and deemed safe by the Fire Department and Building Department.

- Customer reaches out to the Permit Center to request a TCO form
  (831) 755-4800

- Permit Center will identify departments required to approve the TCO inspection

- Customer works with each department to gain approval for the inspection to move forward

- Once all signatures are obtained, customer returns TCO form to the Permit Center

- Navigate to the Accela Citizen Access portal by clicking this box

- Enter your construction permit number into the quick search box

- Highlight the "Payments" dropdown menu and click "Fees"

- After clicking into "Fees", select "Pay Fees"

- After clicking "Pay Fees", you will be guided through the process of paying online via credit/debit card or an electronic check

- After the fee is paid, an inspection can be scheduled

- If the necessary departments deem the building ready for occupancy, a bond is required based on the remaining construction costs
  $5,000 minimum

- Once the bond is paid and the TCO certificate is issued, the customer has 90 days to obtain the final...