



Occupancy of an Owner Builder Custom SFR

CITY OF HIGHLAND BUILDING DIVISION
27215 BASELINE, HIGHLAND, CA 92346
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Policy No. 340

PURPOSE: To establish a policy regarding Temporary Certificates of Occupancy (TCO) for Custom Single Family Homes built by the property owner as an owner builder.

POLICY: Temporary Certificates of Occupancy may be granted for a period up to sixty days for completion of a custom single family home by the property owner. More time may be granted if approved by all departments and divisions.

1. The property owner shall provide the City with the reasons for the TCO in written form.
2. The home shall have at least one bathroom which is operable, this includes a shower or tub, a water closet and a lavatory sink.
3. The Fire Suppression System shall be in full operation and approved by the City Fire Marshall.
4. The home shall have all exterior elevations completed including the roof.
5. The interior walls shall have all dry-walled in place and be painted. All electrical and mechanical shall be complete including the water heater and heat source. A kitchen sink shall be installed. All fireplace fixtures shall be complete. Handrails and guardrails shall be installed on stairways and landings.
6. Required street improvements including, but not limited to, curb and gutter, sidewalk and driveway approaches must be completed.
7. The owner is to coordinate approvals from all departments and divisions prior to providing a TCO.
8. All deferred fees shall be paid prior to any inspection for TCO.
9. This policy takes precedence over the restrictive provisions outlined in Policy 295. Utility services may be released when all other items of this policy are in compliance.

ANALYSIS: The Building and Safety Division realize that property owners who construct their homes as owner builders have special circumstances because of construction loans and their desire to complete a life-long goal of building a home. Many single family custom home owners have requested early occupancy because of these circumstances, and a desire to complete portions of the home while being occupied. A strict time frame will be imposed for additional time to complete the home. Periodic inspections will be made to ensure the work is being performed. All agencies involved in the original approvals for the home shall be in agreement with the approval for the TCO before it is granted by the Building and Safety Division. Failure to complete the home in the time frame agreed upon may result in Code Enforcement action.

Effective Date: January 1, 2011

Revision Date: April 2019

Reference Code & Section: