

Applicant Checklist

Automated Certificate of Occupancy System (ACOS)

Certificate of Occupancy, Temporary Certificate of Occupancy Requirements

In order to obtain a Certificate of Occupancy (CoFo) from LADBS for projects where BOE approval is required, all fees must be paid, dedications satisfied, and per [LAMC 91.109.3 - Issuance of Certificates](#) the City Engineer must report that all required public improvements have been completed.

Below is a summary list of requirements needed in order to obtain BOE sign off on a CoFo.

Customers are to provide BOE staff a copy of the Building Permit (the PCIS # is listed on the permit), and provide confirmation the items below are complete for BOE staff to verify.

Note: Additional information on how BOE processes LADBS Clearances can be found online at the [BOE Development Services Procedures Manual under Building and Safety Clearances](#).

Certificate of Occupancy

Highway Dedication Requirements

- Dedication Required
 - Irrevocable Offer to Dedicate (IOD) has been returned to BOE Real Estate Division
- OR
- Subdivision Map was Recorded
- No Dedication Required – Nothing required by Applicant

Permits

- BCA Sign-Off on all BOE Permits (A, B, SD, R, E)

Sewers

- Proof of SFC Certificate
 - BCA Sign-Off on S-Permit (if applicable)
- OR**
- LADBS Sign-Off on Property Line Connection Permit (S-Permit)

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Temporary Certificate of Occupancy (TCO)

Highway Dedication Requirements

- Dedication Required
 - Irrevocable Offer to Dedicate (IOD) has been returned to BOE Real Estate Division
- OR**
- Subdivision Map was Recorded
- No Dedication Required – Nothing required by customer

Permits

- BCA Sign-Off on BOE Permit(s) (A, B, SD, R, E)
- OR**
- BCA has deemed the site safe and some of the permits are signed off (Must provide proof from BCA Inspector indicating the site is safe)
- Deficit construction fees are paid
- Adequate Bond must be posted for completion of the improvements, including the amount necessary to cover as-built plans

Sewers

- Proof of SFC Certificate
- BCA Sign-Off on S-Permit (if applicable)
- OR**
- LADBS Sign-Off on Property Line Connection Permit (S-Permit)

Note: If all public improvements have not been completed, TCOs are not desirable, as they are often problematic. Endorsement of a TCO can be considered if public works improvements are nearly complete, (a typical instance is a streetlight has been ordered, awaiting delivery). BCA is to agree to endorsement of a TCO, and report that the area is safe. Issuance of TCOs should be discouraged since obtaining a TCO can allow for utilities to be turned on or a delay in completing the required public improvements without obtaining final CoFO from LADBS.

Additional information may be obtained by contacting the appropriate District office via email at:

Central District: Eng.CenInfo@lacity.org
West LA District: Eng.WLAInfo@lacity.org
Harbor District: Eng.HarborInfo@lacity.org
Valley District: Eng.ValleyInfo@lacity.org