



# City of San Marcos

## Guide to Substantial Completion, Stocking/Staffing/Furniture, TCO and C of O

This guide is provided to *interested parties* as a courtesy from the City of San Marcos. Each project is considered on a case by case basis and the individual circumstances of the project. Due to these factors, this guide may not be all inclusive and any or all of the requirements listed herein may be required, as well as additional requirements, as mandated by the *Building Official* and/or the *Fire Marshal*. Final authority to grant a *TCO* and *C of O* rest solely with the *Building Official* and *Fire Marshal*.

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Signature

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Date

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Printed Name

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Permit Number

**Please remove this cover page, sign it and upload it to MPN under your building permit number. No inspections will be allowed to be scheduled until this signed document is uploaded.**

This guide outlines the requirements that *interested parties* must meet to obtain permission to occupy a building during the final stages of construction. Please review and contact the *Permit Center* with any additional questions or concerns at 512-805-2630.

## **Definitions:**

**Alarm Final (Fire)** – To be conducted in conjunction with *Finals*. No monitoring of the system is allowed until inspection has passed.

**Building Official (BO)** - Chief Building Official or their designee, who is responsible for building inspections.

**Certificate of Occupancy (C of O)** - Issued upon 100% completion of project (this includes all building and *Fire Marshal* issues being resolved, site work, permits, fees, etc.)

**C of O Final (Fire)** - To get a *C of O Final (Fire)* inspection it is preferred that the business is open and operating on a *TCO* prior to a *C of O Final (Fire)* inspection request. This will allow the *Fire Marshal* to see normal operations and confirm that egress and fire extinguishers are not blocked. This will also allow the *FM* to collect important emergency contact information for after-hour emergencies. However, we understand this is not always possible and a request for an expedited *C of O Final (Fire)* inspection can be requested via email at [fireplan@sanmarcostx.gov](mailto:fireplan@sanmarcostx.gov). The inspection request must also be put into the *MPN* system prior to sending the email to the *FM*. This will ensure that all requirements have been fulfilled and the *Permit Center* is ready to issue the *C of O* certificate upon completion of the inspection. The *FM* office will not conduct a *C of O Final (Fire)* inspection without the *MPN* request.

**Elevator Final (Fire)** – Visual inspection and testing of elevator operations in conjunction with the fire alarm. State inspection is required to be completed prior to this inspection being requested from the City.

## **Finals/Final Inspections-**

**Building Department-** All Building Final Inspections must be requested at the same time through *MPN*.

- Building, Plumbing, Mechanical and Electrical Final Inspections (Sometimes referred to as your final MEP inspections)
- *Site Final* Inspection

**Fire Marshal-** All Fire Final Inspections must be requested at the same time through *MPN*. Each trade is responsible for requesting their own inspections, as well as being present during the inspection.

- *Alarm Final (Fire)*- Alarm contractor

- *Sprinkler Final (Fire)*– Sprinkler Contractor
- *Temp C of O (Fire)*- Building Contractor
- Misc.- *Elevator Final (Fire), Generator Final, Fixed Suppression System Final (Fire), Fire Pump (Fire), FM200 (Fire), Gate Final (Fire)*

Health Department- Health Final, as applicable.

**Fire Marshal (FM)** - Fire Marshal or their designee who is responsible for fire inspections.

**Fire Pump (Fire)** – Inspection completed with or prior to the *Sprinkler Final (Fire)*.

**Fixed Suppression System Final (Fire)** – Inspection completed in conjunction with *Alarm Final (Fire)* and includes, but is not limited to, kitchen hoods, paint booths, pre-action and dry agent systems.

**Fixtures** - racks, non-combustible bins, wall decorations, items secured/attached to the floor or wall (ie. Cabinets, countertops)

**FM200 (Fire)** - A clean agent system inspection that can be requested in conjunction with or prior to the *Alarm Final (Fire)*.

**Food Establishment** - an operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption and as defined by the TFER.

**Furniture** - any items not permanently attached to the structure (i.e. Computers, beds, sofas, chairs, tables, desks), combustible bins (i.e. Cardboard or plastic).

**Gate Final (Fire)** - Inspection completed prior to *C of O Final (Fire)* inspection. If not completed at time of *Temp C of O (Fire)* inspection, **gates/first responder access are required to remain unlocked and open at all times.**

**Generator Final** - *Fire Marshal* will conduct a generator final only if life safety system is being provided back up power by the generator.

**Health Department (Health)** – Registered Sanitarian or their designee who is responsible for Health Inspections.

**Health Final** – Performed upon 100% installation and completion of all *Food Establishment physical facility* requirements. Final inspection to receive *Health Operational Permit* and confirmation of grease trap. Contact *Health* at 512.393.8440 to schedule.

**Health Operation Permit** –Permit issued by *Health* that authorizes a person to operate a *food establishment*.

**Health TCO** –Not an occupancy permit or *Health Operation Permit*. Performed to see if the *physical facility* is capable of holding packaged or containerized bulk food that is not *potentially hazardous (PHF)*. Contact *Health* at 512.393.8440 to schedule.

**Interested parties** - All persons with a vested interest in the project to include, but not limited to, the Contractor, Superintendent, Sub-Contractors, Project Manager, Owner, Stakeholders, Architects and Engineers.

**MyPermitNow (MPN)** - The City of San Marcos' permitting software. [www.mypermitnow.org](http://www.mypermitnow.org)

**Multi-Family-** A building classified as Residential "R" with 3 or more living units. To include but not limited to Apartments, Congregate living, Townhomes, Condos etc.

**Occupiable Building-** Applicable to Multi-Family projects. A building with a classification of Residential "R" as outlined by the adopted International Building Code. This does not include the Clubhouse or Leasing office.

**Permit Center** – Located at 630 E Hopkins in the Municipal Building on the 2<sup>nd</sup> floor. The Permit Center can assist with all questions or concerns related to permits. 512.805.2630

**Physical facilities (Health)** - The structure and interior surfaces of a *food establishment* including accessories such as soap and towel dispensers and attachments such as light fixtures and heating or air conditioning system vents.

**Potentially hazardous food** - Potentially hazardous food (PHF) means a food that requires time and temperature control for safety (TCS) to limit pathogen growth or toxin production.

**Site Final** – A site final inspection must be completed to provide a punch list of outstanding items prior to *TCO*. Items include on the punch list will determine if any surety may be required to receive a *TCO*.

**Sprinkler Final (Fire)** – To be conducted in conjunction with *Finals*. Sprinkler system may not be operational until the inspection has passed.

**Sprinkler Hydro (Fire)** – To be completed before *Finals*. Test is 200 psi for 2 hours with zero loss.

**Sprinkler Visual (Fire)** – To be completed prior to cover up.

**Staffing/Training** – Applies to any persons not associated with the General Contractor or their subs, including staff of the future tenant.

**Stocking** - Items that will be for sale or items for business use including but not limited to food, paper products, clothing, and combustible bins. Basically, any combustible products.

**Substantial Completion** – Not an occupancy permit. Issued upon 100% completion of the Shell Building/*White Box* and passed *Site Final* Inspection.

**Temp C of O (Fire)** – To be conducted in conjunction with *Finals*. All other Finals have to be completed before *TCO* will be issued.

**Temporary Certificate of Occupancy (TCO)** – Occupancy certificate, valid for 90 days, issued prior to *C of O*. During this time, you are allowed to staff, stock, occupy and be open to the public while completing your final punch list.

**Temporary Substantial Completion** – Not an occupancy permit. May be issued for the Shell Building/*White Box* upon completion of all finals except for the site inspection.

**White Box** – shell building that sublets to various tenant spaces.

## **Guides to:**

### **Substantial Completion**

The *White Box* and the tenant finish out construction can be conducted simultaneously, however the *White Box* must complete the following items before the tenant finish out inspections can be completed:

- 1) All *Final Inspections*, as defined in this document, are completed on the white box.

In order to receive a *Temporary Substantial Completion* or *Substantial Completion* Certificate *interested parties* should contact the *Permit Center* to facilitate the process as early as possible. Notification that *Temporary Substantial Completion* or *Substantial Completion* requirements have been satisfied will be sent electronically to the contacts listed on the permit through the *Permit Center*. Please ensure that all *interested parties* have their correct emails within the *MPN* permit to ensure proper delivery of notification to all involved. VERBAL PERMISSION IS NOT VALID.

### **TCO**

*TCO* is required to open the business to the public or conduct operations. Prior to issuance of the *TCO*, no staff, general public or any other non-construction related parties are allowed on site and construction must be nearly completed. All life safety systems must be completed and the *TCO* is valid for 90 days. During this time period the Contractor is able to complete all identified deficiencies. To acquire a *TCO* the following must be completed:

1. All *Final Inspections*, as defined above;
2. *Final Inspections* include, but are not limited to, the following:
  - a. Site hazards mitigated (*BO*);
  - b. Means of Egress (*BO*);
  - c. Site is clean (*BO/FM*);
  - d. Emergency and exit lighting (*BO*);
  - e. Fire Extinguishers (*FM*);

- f. Knox Box key installed (*FM*) (if applicable);
  - g. Painting is complete (*FM*);
  - h. No overhead construction (*BO/FM*);
3. As applicable, *Health Final* passed and *Health Operation Permit* issued;
  4. All City departments' requirements met (*Permit Center*).

For *Multi-Family* projects with multiple independent buildings a TCO can be issued for each individual building as *Finals* are completed. The final *occupiable building* will not be issued a TCO until all *Finals*, including the *Site Final* have been completed.

For *Multi-Family* projects with only one building TCO is required for the entire structure. TCO will not be issued by floor or unit under any circumstance.

In order to receive a TCO, *interested parties* should contact the *Permit Center* to facilitate the process as early as possible. Notification that TCO requirements have been satisfied will be sent electronically to the contacts listed on the permit through the Permit Center. Please ensure that all *interested parties* have their correct emails within the MPN permit to ensure proper delivery of notification to all involved. VERBAL PERMISSION IS NOT VALID.

### **Stocking/Staffing/Furniture**

Prior to issuance of TCO, it is common for applicants to request that *Stocking/Staffing/installing Furniture* be allowed. It has become a common practice to “stock and train staff” or furnish apartments/hotels prior to opening the business to the public. The Contractor MUST HAVE WRITTEN PERMISSION from both the *BO* and *FM* to allow *Stocking/Staffing/Furniture* move in. The installation of permanent *Fixtures* is not considered “*Stocking*” or “*Furniture*” and can be completed as long as the items meet the definition of “*Fixtures*” as outlined above in the definitions section. The following items are required to be met before *Stocking, Staffing* or *Furniture* move in can be allowed:

- 1) All MEP *Final Inspections* completed;
- 2) If the building has a sprinkler system, the follow applies:
  - a. Sprinkler Hydro (Fire) inspection completed;
  - b. Sprinkler Visual (Fire) inspection completed;
  - c. Alarm system operational to monitor waterflow and contact fire department;
  - d. If the alarm system is not ready, a letter from the sprinkler contractor (on sprinkler company letterhead) can be submitted acknowledging that the system must be kept operational and accepting liability for water damage to structure/contents as a result of unmonitored water flow.
- 3) Cooking operations – *Fixed Suppression System Final (Fire)* inspection required before use for *Training*, “seasoning” or normal operations;
- 4) *Health TCO* inspection completed.

If a fire sprinkler system is not required or installed, omit number two.

### **C of O**

*Certificate of Occupancy (C of O)* is the final step in the construction process. Once the Contractor has received the *C of O*, the project is considered complete. In order to receive a *C of O*, *interested parties* should contact the *Permit Center* to facilitate the process as early as possible. To obtain a *C of O* from the Permit Center, the follow requirements must be met:

1. All building and site work 100% complete;
2. Completion of all identified deficiencies;
3. *C of O Final (Fire)* inspection passed.

Notification that *C of O* requirements have been satisfied will be sent electronically to the contacts listed on the permit through the Permit Center. Please ensure that all *interested parties* have their correct emails within the *MPN* permit to ensure proper delivery of notification to all involved. VERBAL PERMISSION IS NOT VALID.