

FAQ: CERTIFICATE OF OCCUPANCY & TEMPORARY CERTIFICATE OF OCCUPANCY

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What is a Temporary Certificate of Occupancy? When and how would I apply?

A Temporary Certificate of Occupancy (TCO) is a document that allows occupancy of a building or space before all construction work is fully completed. You can apply for a TCO after you have submitted an application with the City. TCOs need to be applied for through the phase or parent record (dependent on type of project).

2

What is change of use?

A change of use is any proposed change to the use of a property or an intensification of an existing use that creates more or different impacts to the site or surrounding properties. For more information check out: [Dallas Zoning Districts](#)

3

How long does it take to get a TCO or CO approved?

Processing times differ based on demand. Please note that providing incorrect or insufficient information or documentation can delay the approval process. If you are looking for a TCO, reach out to your respective district office for further assistance.

4

What is a Land Use Questionnaire?

This is a required [document](#) that needs to be completed when applying for a CO. You can find more information and what you can expect regarding COs at our [Certificate of Occupancy Website](#).

5

How does the CO inspection process work?

- Application received → Pre-screen process begins
- Completion of pre-screen → Invoice issued (only if no additional info. is required)
- Successful payment → Application approved or routed for review
- Review completion → Project ready for inspections
- All inspections passed → CO/TCO is released

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What does it mean when my CO application required further review with zoning and building code?

The application needs to be routed to a different team for another layer of review.

- The review fee will still need to be paid in order to set up routing.
- Fee payment does not guarantee approval.