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August 01, 2023

Guidelines for the Issuance of AChP Temporary Certificate of Occupancy (TCO) Clearance

The purpose of this document is to establish consistency in issuing AChP Temporary Certificate of Occupancy (TCO) Clearance. In order to receive AChP TCO Clearance, the following needs to be completed and compliant with the federal, state, and local applicable accessibility standards:

- All Mobility, Hearing/Vision, and Adaptable Units;
- All program-supplied furniture must be installed in the units;
 - We recommend installing furniture in common areas for TCO Clearance, but it is not required. Common area furniture will be required for the NAC inspection;
- Accessible routes from the public way and parking, if parking is provided for tenants to each of the units. Include the elevators if they are part of the accessible route;
- Leasing Office;
- Accessible Means of Egress;
- Accessible Parking Spaces;
- At least one Accessible laundry room must be completed;
- An Accessibility Report from the CASp Consultant approving all Mobility and Hearing/Vision Units as well as the sampling of the Adaptable Units, Accessible routes, Accessible Means of Egress, and Accessible Parking.

AChP will issue our clearance for the Temporary Certificate of Occupancy when all of the above are met. NAC Inspection and approval **are not required** for Temporary Certificate of Occupancy clearance from AChP. NAC inspection and recommendation for Accessibility Certification are required before the issuance of AChP Certificate of Occupancy (C of O) clearance.