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## **GUIDELINES for the ISSUANCE of CLEARANCES for AcHP TEMPORARY CERTIFICATE of OCCUPANCY (TCO) and AcHP CERTIFICATE of OCCUPANCY (CofO)**

The purpose of this document is to establish consistency in issuing the Accessible Housing Program (AcHP) Temporary Certificate of Occupancy (TCO) Clearance and the AcHP Certificate of Occupancy (CofO) Clearance.

### **AcHP Temporary Certificate of Occupancy (TCO)**

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;
  - **Note:** We recommend installing common area furniture for TCO Clearance, but it is only required for the Neutral Accessibility Consultant (NAC) inspection.
- Accessible routes from the public way (including parking if provided for tenants) to the units, including elevators if they are part of the accessible route, exists;
- Rental offices and mailboxes must be completed;
- Accessible Means of Egress must be completed;
- Accessible parking spaces must be completed;
- At least one accessible laundry room must be completed;
- The signed Preliminary PMP Approval from AcHP Policy (ensuring accessible units designations match the Final CASp report for the units) must be completed and submitted to the assigned RCS from AcHP Construction Unit.
  - **Note:** The Preliminary PMP Approval from AcHP Policy Unit must be submitted by the Developer to AcHP Policy Unit for approval. AcHP Policy Unit will forward the approved Preliminary PMP to the assigned RCS in the AcHP Construction Unit.
- A CASp report that signs off on all mobility and communication units, a sampling of adaptable units, accessible routes, Accessible Means of Egress, and accessible parking must be completed and submitted to the assigned RCS from AcHP Construction Unit.

All of the above requirements must be compliant and a Preliminary Project Management Plan (PMP) must be approved by AcHP Policy Unit (ie. accessible unit designations must match the Final CASp report for the units) before AcHP Construction Unit will release clearance for the Temporary Certificate of

Occupancy. NAC Inspection and approval **are not required** for Temporary Certificate of Occupancy clearance from AcHP.

### **AcHP Certificate of Occupancy (CofO)**

NAC inspection and recommendation for Accessibility Certification **are required** before the issuance of AcHP Certificate of Occupancy (CofO) clearance. For NAC inspections, please read the following:

- Any requests for NAC inspections (ie. NAC initial inspection and following re-inspection for any corrections requiring NAC verification) must go through the development's assigned AcHP Rehabilitation Construction Specialist (RCS) who will then contact the AcHP scheduling staff.
  - Any barriers and non-compliant items found during NAC inspections must be corrected before a NAC re-inspection can be scheduled.
- If there are no further corrections as a result of the re-inspection, the NAC will issue a report indicating there are no further deficiencies.