



# Certificate of Occupancy Information

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10/17/02

The Certificate of Occupancy (CO) is a document—separate from the building permit—that must be approved by city staff and issued to the owner prior to occupancy of:

- All new commercial and multifamily buildings
- Some substantial commercial and multifamily additions
- Tenant improvements involving a change in use

Occasionally a Temporary Certificate of Occupancy (TCO) is issued before a CO. The TCO allows occupancy of the premises if (1) all life/safety issues are resolved; (2) only incidental work remains; (3) the owner agrees to meet conditions of approval identified by the various city departments. **A TCO is only valid for 90 days.** *If all conditions aren't met and the CO obtained before the TCO expiration date, the city will issue a civil violation notice. The owner will be required to attend a hearing, which may include monetary penalties.*

**CO Process Steps** (Phone the Occupancy Coordinator at 425-452-4570 with any questions.)

1. Early in construction the **owner** notifies city staff of the occupancy target date. **NOTE:** Phased occupancy requires review and approval from the city; it isn't guaranteed. The owner is responsible for submitting an occupancy phasing plan for review. See "Guidelines for Phased Occupancy" document for specific information.
2. 60 to 90 days before the occupancy target date, the **owner** asks the building inspector to set up a pre-occupancy meeting with all city staff required to approve the CO and with the developer, owner, construction superintendent, and subcontractors. The meeting discussion focuses on general information regarding the process and timelines; detailed, issue-specific discussions take place outside of the pre-occupancy meeting with the pertinent inspector.
3. Approximately 30 days before the occupancy target date, the **owner** notifies the Occupancy Coordinator to e-mail all staff regarding the owner's intent to obtain occupancy and the target date.
4. The **owner** ensures the work is complete and meets all standards and then schedules the required inspections with each city department [refer to permit(s) for inspection information and phone #s]. Incomplete and/or substandard work is the number one reason occupancy is delayed.
5. The **staff** involved with the project (see next page) must approve the TCO or CO before it can be issued. They indicate their approval and any conditions of approval by entering that information in the City's permit tracking database.
6. The **occupancy coordinator** confirms that sign-offs from staff have been recorded in the City's permit tracking database (there are no verbal occupancy approvals); issues the TCO or CO; and phones the CO contact person to pick up the document at the Leavitt Building, Suite 405, 301 116<sup>th</sup> Ave SE. Office hours are 7 a.m. to 4:30 p.m.

<b>Departments</b>	<b>Contact Person</b>	<b>Contact Phone</b>	<b>Area of Responsibility</b>
Permit Processing	Permit Technician	425-452-6864	Verifies all fees are current and all project revisions have been issued and paid for
Clearing & Grading	C&G Inspector	425-452-4570	C&G work, erosion and sedimentation control, rockeries, blockwalls, and associated drainage
Utilities	Utilities Inspector	425-452-6977	Water, wastewater, and storm drainage
Transportation	Project Reviewer	425-452-2029	Curb, gutter, sidewalks, street infrastructure & lights, pavement markers, street signs
Land Use	Project Reviewer	425-452-6864	Site layout and landscaping (on site and in right-of-way)
Fire	Bill Lehner	425-452-6946	Fire & life safety work (exiting, fire permits)
Building	Building Inspector	425-452-4570	Building, mechanical, electrical, plumbing
Building Official	Gregg Schrader	425-452-6451	Signs TCO/CO once all others have approved