

Viewing the Certificate of Occupancy Status Online Illustrated Guide



1. Go to www.spokanepermits.org.
2. Click on [Search City Permit Records](#):

What would you like to do today?
To get started, select one of the services listed below:

<p>Building</p> <p>Search City Permit Records</p>	<p>Code</p> <p>Search Applications</p>
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3. Enter the Street Address and click Search:

Street No:
Direction: (e.g. N)
 Street Name: (e.g. Main)
 Street Type:

Parcel No:

4. In the list of permits that displays, the Status (*identified on the right side of the permit list*) for all of the trade permits will need to be **Final Inspection Done** before the Certificate of Occupancy can be issued. [Contact the Inspector directly to schedule the final inspections as required.](#)

Showing 1-5 of 5

Date	Permit Number	Permit Type	Project Title	Site Address	Expiration Date	Status
04/14/2010	B1003702PLMB	Plumbing Permit	NEW SFR VIKING CONSTRUCTION			Issued
03/16/2010	B1002474MECH	Mechanical Permit	NEW SFR VIKING CONSTRUCTION			Final Inspe
02/08/2010	B1001187PLMB	Plumbing Permit	NEW SFR VIKING CONSTRUCTION			Final Inspe
02/03/2010	B1001005ELEC	Electrical ePermit-New Bldgs & Addtns	200 AMP SRVC FOR NEW SFR & TEMP POWER			Final Inspe
12/18/2009	B0913742BLDR	Residential Building New	NEW SFR VIKING CONSTRUCTION			Final Inspe

The Building Permit will have a Status of **CO Final** if the Certificate of Occupancy has been issued. It will have a Status of **CO Pending** if the CO is ready to be issued. It will have a Status of **Issued** if the Building Inspector has not approved the Final Inspection; and the Status after that will be **Final Inspection Done** if there are outside agencies that still need to approve the occupancy of the Building.

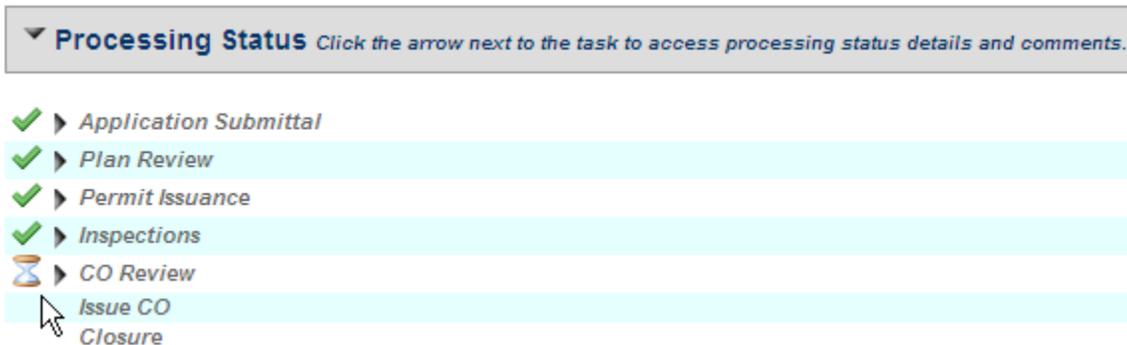
- To view the CO Status and comments made by the various CO Agencies, click on the Building [Permit Number](#):



- This will take you to the Permit Details page. Click on the triangle next to **Processing Status**:



- Click on a triangle next to a Process (i.e.~ CO Review) to view additional details about that process to include the departments involved in completing that process:



Check marks identify the Processes that have been completed. Hourglasses identify Processes that are in progress.

- Click on the triangles next to a department name to reveal the departmental status. Click on the “+” sign next to that status to reveal any comments the departmental inspector may have identified.



Departments without a triangle that also do not have an hourglass are not required for Certificate of Occupancy approval.