



Temporary Certificate of Occupancy Application

Rev.20240521

Certain projects will be allowed to apply for a Temporary Certificate of Occupancy. To consider a TCO request, the City of Spokane must receive a completed application form and a non-refundable \$250 fee. Note that some projects may require TCO plans, TCO coordination meeting(s) and a financial guarantee. Application acceptance does not guarantee TCO issuance. The project will only be eligible for a TCO based upon the scope of the work (all life/safety issues must be met), the reasons for wanting a TCO, the expiration date for work to be completed, and if there is a plan for completing the work in the appropriate timeframe.

The Building Official will assess a fee not to exceed 100% of the building permit fee for the issuance or extension of any TCO. The minimum fee will be \$225 plus a \$25 processing fee when the building permit fee is less than \$250.

It is the applicant's responsibility to verify that all inspecting departments have approved this permit for a TCO. These can be verified by visiting our [Citizens Access](#) website.

This application must be submitted to the Certificate of Occupancy Coordinator in Development Services Center at City Hall or via email at cocoordinator@spokanecity.org.

Address of Project: _____ Date: _____

Description of Project: _____

Applicant Name: _____ Email: _____

Applicant's Address: _____ City/State/Zip: _____

Phone: _____

Permit Number(s): _____

Explain why the work cannot be completed and the TCO is being requested:

Estimated Completion Date: _____

Note: Request will not be considered if life safety issues exist. Re-Inspection fees will be charged upon completion of the permitted work.

I agree to obtain a permanent CO prior to expiration as required by law and am aware of the penalty for failure to comply: <input type="checkbox"/> YES	
Signature: _____	
Printed Name: _____	<input type="checkbox"/> Owner <input type="checkbox"/> Contractor
City Building Official/Director Approval: _____	Date: _____