



**Building Services**  
 808 West Spokane Falls Blvd  
 Spokane WA 99201-3343  
 (509) 625-6300

**GEN-09**  
**Temporary Certificate of**  
**Occupancy Application**

Certain projects will be allowed to apply for a Temporary Certificate of Occupancy. After the approving departments (*building and fire [for tenant improvements only], current planning [e.g., landscaping, etc.], transportation [e.g., parking lot/stripping], sewer, stormwater, water, solid waste, and health*) have reported their inspection results, the Building Official will determine if a Temporary Certificate of Occupancy (TCO) can be issued. 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 exceeds this amount or equal to the amount of the Building Permit 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 [Citizen Access](#) website.

This application must be submitted to the Certificate of Occupancy Coordinator in the Building Department at City Hall.

Address of Project: \_\_\_\_\_ Today's Date \_\_\_\_\_

Description of Project \_\_\_\_\_

Requestor Name: \_\_\_\_\_ Email \_\_\_\_\_

Requestor's Address: \_\_\_\_\_ City St Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Permit Number(s) \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Expiration Date of Temporary CO \_\_\_\_\_

**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: Yes \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Owner \_\_\_\_\_ Contractor \_\_\_\_\_

**City Building Dept Approval** \_\_\_\_\_ **Date** \_\_\_\_\_