



Development Services Center

Steps for Obtaining a Certificate of Occupancy for Single-Family Residences and Duplexes

The International Building Code (IBC 110) and the International Residential Code (IRC R110) mandate that all single-family residences and duplexes have a Certificate of Occupancy (CO). No building or structure shall be used or occupied without the issuance of a CO.

A CO is an assurance to the owner (and banks and title companies) that at the time of completion, the home was built according to the standards of IRC and the Spokane Municipal Code (SMC).

To obtain a Certificate of Occupancy, contact the CO Coordinator at 625-6106 or cocoordinator@spokanecity.org a minimum of **ten days prior to completion of the project**. Advance notice is needed to provide adequate time for coordination with the departments that must perform site inspections to authorize occupancy.

The following identifies the basic requirements needed by each department involved in the Certificate of Occupancy (CO) process for new single-family residences and duplexes:

1. Building Services Department:

- Building, plumbing, electrical and mechanical permits must have approved final inspections. Contact the inspector identified on each permit to schedule these inspections.
- Submit copies of the WSEC Residential Energy Compliance Certificate and Blower Door Test documents to CO Coordinator.

2. Engineering Services Department:

- Streets, sidewalks, driveways, curbs, and approaches must be built to city standards and inspected by the Engineering Services Department. *Please note that all concrete work must be swept clear of dirt, gravel, construction equipment, and/or snow so inspectors may see the work.* Cracking and upheavals will need to be corrected prior to being issued a CO.
- Sewer and On Site Storm Water must be inspected by Engineering Services and all fees must be paid-in-full.
- Per SMC Section 16.61.606, driving on sidewalks is prohibited, except for temporary crossing of curb or sidewalk (*with approval from Engineering Services Director*) during construction; it should be covered with two-inch planks not less than ten feet in length and the outside edges protected with planks or timbers; planks and other obstructions to be removed when not in use.

3. Water Department:

- Water meter and back-flow prevention assemblies must be inspected by the Water Department.

The permit status can be checked online at www.buildingspokane.org.



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