



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

GEN-08
Certificate of Occupancy for
Residential and Commercial

The International Building Code (IBC 110) and the International Residential Code (IRC R110) state that all buildings (including single-family residences) must have a Certificate of Occupancy. No building or structure shall be used or occupied and no change in the existing occupancy classification (change of use) of the building shall be made without the issuance of a Certificate of Occupancy (CO). Issuance of a CO shall not be construed as an approval of a violation of the provisions of the IBC, the IRC or the Spokane Municipal Code (SMC).

A CO may be issued only upon confirmation that the completed structure and grounds are built according to the provisions of the IBC, or SMC. For such confirmation, all building projects must be inspected and given final approval for building, plumbing, electrical, and mechanical work permits. In addition, commercial projects, including triplexes and larger multi-family residential projects, must be inspected and given final approval from some or all of the following departments and agencies:

- ❖ Building Department (building, plumbing, electrical, mechanical, boiler, elevator, special inspections)
- ❖ Current Planning (zoning) (landscaping)
- ❖ Fire Prevention (inspections by Deputy Fire Marshalls)
- ❖ Transportation (parking lots, striping, ADA compliance)
- ❖ Engineering Services (sewer, street, on-site stormwater and OSSW [fees]) (sidewalk, driveway, curb, approach—for single-family or duplex residences)
- ❖ Water Services (meter, back-flow prevention assemblies; pressure reducing valves)
- ❖ Solid Waste Management
- ❖ Spokane Regional Health District (Call the SRHD at 324-1560 for final inspection if your project involves food, schools, septic systems or swimming pools/spas)

To obtain a Certificate of Occupancy, the project manager (or permit applicant) must

1. Contact the appropriate Building Department inspectors for same-day inspections for final approval of various work permits.
2. **At least ten working days prior to the completion of a building project** (including site work), contact the Certificate of Occupancy Coordinator at 625-6106 to arrange for final site and departmental inspections. Advance notice is needed to provide adequate time for coordination of these site inspections.

If site work remains incomplete at the time occupancy of a project is desired, a Temporary Certificate of Occupancy may be requested. To obtain a Temporary Certificate of Occupancy, the City must receive a completed application form, a \$250 fee and sometimes a financial guarantee to complete the site work, and all required life/safety issues must be resolved. There is a charge for a Temporary Certificate of Occupancy.