Certificate of Occupancy
Residential & Commercial Guide Sheet

Rev.20240424

The International Building Code (IBC 111) and the International Residential Code (IRC R 110) 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 and SMC. To receive such confirmation, all building projects must be inspected and obtain final approval of building, plumbing, electrical, mechanical, sewer, and water construction permits. In addition to the permit inspections, CO Review approvals are need from Development Services Center work groups, other departments and agencies.

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

1) **At least ten working days prior to the completion of a building project** (including site work) contact the Certificate of Occupancy Coordinator at cocoordinator@spokanecity.org and request a start of the CO process. Part of the process includes CO Review inspections from Development Services Center work groups, other departments and agencies. Advance notice is needed to provide adequate time for coordination of these inspections. Lack of advance notice can delay CO issuance.
2) Contact the appropriate Development Services Center inspectors (listed on the permit) to schedule final inspection for each of the project permits.

CO Review approvals will be required from some or all of the following work groups, departments and agencies listed below:

- **Development Services Center** (building, plumbing, electrical, mechanical, boiler, elevator, and special inspections)
    - **Building**- review final permit inspections, verify $0.00 outstanding fee balances, verify approvals for all work groups, departments and agencies.
    - **Current Planning**- design review requirements, building elevations, number of parking stalls, bicycle racks, pedestrian connections, common open space requirements, and landscaping.
    - **Streets**- street revisions (easements, encroachments, approaches, sidewalks, signing and striping of public streets).
    - **Transportation**- parking lot, drive thru, signing and striping, accessible route to public sidewalks, and transportation impact fee payment verification.

- **Other Departments and Agencies**
    - **Fire Prevention Bureau**- electrical, exits and egress pathways, lighted exit signage/emergency egress lighting and other signage, fire doors, open flame, extinguishers, sprinkler/water/alarm systems, storage and construction. Inspections by Deputy Fire Marshalls.
    - **Water and Hydroelectric Services**- meter, meter box, back-flow prevention assemblies, and pressure reducing valves.
    - **Wastewater Management**- sewer connections, swales, soil in swales, drywells, drain pipes, downspouts, grading, rain gutters, grouting and low spots.
    - **Spokane Regional Health District**- call the SRHD at 509-324-1560 for final inspection if your project involves food, schools, septic systems or swimming pools/spas.
    - **Solid Waste Disposal**- refuse enclosure, refuse cart and service.
    - **Urban Forestry**- installation of street tree, species, condition, mulch & location.

If site will remain incomplete at the time occupancy is desired, a Temporary Certificate of Occupancy (TCO) may be requested. **To consider a TCO request, the City must receive a completed application form and a non-refundable $250 fee; some projects may require TCO plans, TCO coordination meeting(s) and a financial guarantee. Application acceptance does not guarantee TCO issuance.** For more information on requesting a TCO contact the CO Coordinator at 509-625-6106 or cocoordinator@spokanecity.org