



Certificate of Occupancy Information

The Certificate of Occupancy (CO) is a document—separate from the building permit—that must be approved by city staff and issued to the owner prior to occupancy of:

- All new commercial and multifamily buildings
- Some substantial commercial and multifamily additions
- Tenant improvements involving a change in use

Occasionally a Temporary Certificate of Occupancy (TCO) is issued before a CO. The TCO allows occupancy of the premises if (1) all life/safety issues are resolved; (2) only incidental work remains; (3) the owner agrees to meet conditions of approval identified by the various city departments. **A TCO is only valid for 90 days.** *If all conditions aren't met and the CO obtained before the TCO expiration date, the city will issue a civil violation notice. The owner will be required to attend a hearing, which may include monetary penalties.*

CO Process Steps (Phone the Permit Technician at 253-299-5530 with any questions.)

1. Early in construction the **owner** notifies city staff of the occupancy target date. **NOTE:** Phased occupancy requires review and approval from the city; it isn't guaranteed. The owner is responsible for submitting an occupancy phasing plan for review.
2. 30 to 60 days before the occupancy target date, the **owner** asks the Permit Technician to set up a pre-occupancy meeting with all city staff required to approve the CO and with the developer, owner, construction superintendent, and subcontractors. This meeting can occur informally in the field as well. The meeting discussion focuses on general information regarding the process and timelines; detailed, issue-specific discussions take place outside of the pre-occupancy meeting with the pertinent inspector.
3. Approximately 20 days before the occupancy target date, the **owner** notifies the Permit Technician to e-mail all staff regarding the owner's intent to obtain occupancy and the target date.
4. The **owner** ensures the work is complete and meets all standards and then schedules the required inspections with each city department through the Permit Technician. Incomplete and/or substandard work is the number one reason occupancy is delayed.
5. The **staff** involved with the project (see next page) must approve the TCO or CO before it can be issued. They indicate their approval and any conditions of approval by entering that information in the City's permit tracking database.
6. The Permit Technician confirms that sign-offs from staff have been recorded in the City's permit tracking database (there are no verbal occupancy approvals); issues the TCO or CO; and phones the CO contact person to pick up the document at the City Hall, permit counter at 1104 Maple Street. Office hours are 8 a.m. to 4:30 p.m.

Schedule all inspection through the Permit Technician

Departments	Contact Person	Contact Phone	Area of Responsibility
Permit Processing	Rebecca Coleman	253-299-5530	Verifies all fees are current and all project revisions have been issued and paid for
Clearing & Grading	Scott Holten Greg Schwagerl	253-299-5706 253-299-5707	C&G work, erosion and sedimentation control, rockeries, block walls, and associated drainage
Utilities	Scott Holten Greg Schwagerl	253-299-5706 253-299-5707	Water, wastewater, and storm drainage
Transportation	Scott Holten Greg Schwagerl	253-299-5706 253-299-5707	Curb, gutter, sidewalks, street infrastructure & lights, pavement markers, street signs
Land Use	Eric Mendenhall	253-299-5526	Site layout and landscaping (on site and in right-of-way)
Fire	Lane Walther Paul Brockwell Bryan VanMeter	253-299-5568 253-299-5563 253-299-5564	Fire & life safety work (exiting, fire permits)
Building Official	Rick Kelley	253-299-5522	Signs TCO/CO once all others have approved