

## CERTIFICATE OF OCCUPANCY

### Contractor information

*No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made, until the building official has issued a Certificate of Occupancy. Exception: Single family dwellings and their accessory structures.*

- A **Certificate of Occupancy (CO)** REQUEST FORM should be completed and given directly to the **Building Inspector** for the project.
- Building related permits should have final inspection approval for occupancy.
- **Allow 12 working days** for processing the request.

### **Temporary Certificate of Occupancy (TCO):**

A **TCO** may be issued by the Building Official when all fire and life-safety items are resolved and only non-life-safety and site work items remain.

After all departments have responded, the building official will review and determine if a **TCO** can be issued. If no fire and life-safety items remain, a “punch-list” of items to be completed or corrected prior to permanent **CO** will be sent to the contractor or owner.

Prior to issuance of **TCO** a security device representing 150% of the cost of the remaining work will be required. The contractor or owner shall have ninety (90) days to complete the punch list items and obtain a final approval for permanent **CO**.

*111.3 Temporary or phased occupancy. The building official is authorized to require that a performance bond be posted with the City in an amount equal to one hundred fifty percent (150%) of the incomplete work as determined by the design professional. The bond shall be refundable upon inspection, final approval and a request in writing for the refund. It shall be the duty of the applicant to request the refund.*

Enclosed in this packet are sample copies of security devices accepted by the City. Forms must be on bank letterhead and have a bank officer’s signature. A cash deposit will be accepted.

### **Permanent Certificate of Occupancy (CO):**

When these items are complete a new request for **CO** must be made with the building inspector or building official. The request must be made before the 90 day **TCO** expires.

**CERTIFICATE OF OCCUPANCY**  
REQUEST FORM (Deliver to building inspector)

**Temporary Certificate of Occupancy (TCO):**  
**Permanent Certificate of Occupancy (CO):**

Building Permit number \_\_\_\_\_

Name of the Project \_\_\_\_\_

Address of the structure \_\_\_\_\_

The name of the owner \_\_\_\_\_

Address of the owner \_\_\_\_\_

Copy to be delivered to \_\_\_\_\_

Contact information phone \_\_\_\_\_ email \_\_\_\_\_

A description of that portion of the structure for which the certificate is issued  
\_\_\_\_\_

The edition of the code under which the permit was issued \_\_\_\_\_

The use(s) of the building \_\_\_\_\_

Occupancy group(s) (circle all that apply) A-1, A-2, A-3, A-4, B, E, F-1, F-2, H-1, H-2, H-3, H-4, H-5, I-1, I-2, I-3, I-4, M, R-1, R-2, S-1, S-2, U

Type of construction (circle all that apply) I-A, I-B, II-A, II-B, III-A, III-B, IV, V-A, V-B

Number of stories \_\_\_\_\_

Areas or floors \_\_\_\_\_

Number of dwelling units \_\_\_\_\_

The design occupant load \_\_\_\_\_

Is a sprinkler system is required?  Yes  No

Is a sprinkler system is provided?  Yes  No

Use Zone \_\_\_\_\_ (land use zoning designation)



## PRE OCCUPANCY CHECKLIST

As your project reaches the final stages of completion you must:

- Make a request for a **Certificate of Occupancy (CO)** to the City of Renton building inspector or the building official. Allow at least 12 working days for the city to review your request.

A **Temporary Certificate of Occupancy (TCO)** can be issued with the following criteria:

### Building and Fire Prevention:

- No fire and life safety issues remain
- Building related permits are finalized or likely to be approved for occupancy within 10 days.
- Fire permits are finalized and approved for occupancy.
- A security device in the form of a Set Aside Letter; Irrevocable Standby Letter of Credit; Assignment of Funds; or cash. The dollar amount will be determined by the City departments where work still needs to be completed. The determined dollar amount will then be multiplied by 150% to achieve the final amount.

Items which can be deferred to permanent **CO**: (may require security device)

### Development Engineering:

- Completion of punch list items from construction inspector
- Submittal of test reports for backflow prevention devices
- As-built civil plans on mylar of all utility improvements
- Easements for utilities on private property
- Bill of sale/cost data inventory for utilities on private property

### Development Planning:

- Conditions placed by the Hearing Examiner
- Landscaping and landscaping maintenance security device