



CERTIFICATE OF OCCUPANCY ARE YOU READY FOR CO ISSUANCE?

In order to achieve a timely and successful Certificate of Occupancy (CO) issuance, being proactive on the development end will ensure a quicker turn-around once the final building inspection has been approved. Please contact the following departments/agencies prior to final building inspection to ensure that any and all requirements, such as easements, bonds, licenses, inspections, etc., have been met.

The process for CO issuance begins with the Development Services office after the final building inspection has been approved, where a notification is sent to the following departments/agencies requesting approval. Electronically written response is required from each department/agency stating the approval or denial of the CO. Per RMC 21.01.020, the CO will not be issued until all departments/agencies with a vested interest in the project have sent their approval to Development Services office. The structure shall not be occupied until the CO is issued.

If a full CO cannot be issued, the City does offer a Temporary Certificate of Occupancy (TCO). The cost for an IBC TCO is \$450.00, IRC TCO is \$194.00. All departments/agencies must also approve the TCO issuance.

Civil/Utility Engineering 509-942-7500	Public infrastructure standards, requirements for permits for streets, traffic, driveway approaches, water, sewer and storm drainage, and solid waste.
Energy Services 509-942-7429	Electrical site easements. Service Requirement Standards compliance.
Development Services (Building Dept.) 509-942-7794	Building code issues.
Emergency Services 509-942-7756	Fire code and fire hydrant issues, fire alarm and sprinkler requirements, and other fire-related items.
Parks 509-942-7578	City owned property or adjacent to City owned property.
Planning 509-942-7794	Zoning and planning issues, parking requirements, landscaping requirements.
Redevelopment 509-942-7725	Verification of Columbia Point/HRBC development standards.
Other agencies involved with commercial development permits:	
State of Washington, Dept. of Labor & Industries 4310 W. 24 th Avenue, Kennewick, WA 99336 509-735-0100	Final Electrical Inspection approval required
Benton-Franklin Health District 7102 W. Okanogan Pl., Kennewick WA 99336 509-460-4205	Final Approval Required for Food Service, Swimming Pools, Septic Systems