



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

Steps for Obtaining a Certificate of Occupancy for Single-Family Residences and Duplexes

The International Building Code (IBC 110) and the International Residential Code (IRC R110) identify that all single-family residences and duplexes must have a Certificate of Occupancy. No building or structure shall be used or occupied without the issuance of a Certificate of Occupancy (CO).

A CO is an assurance to the owner (and banks and title companies) that at the time of completion, the home was built, completed, and inspected according to the IRC and the Spokane Municipal Code (SMC).

To obtain a Certificate of Occupancy, contact the CO Coordinator at 625-6106 or cocoordinator@spokanecity.org a minimum of **ten days prior to completion of the home**. Advance notice is needed to provide adequate time for coordination with various departments that must perform site inspections and authorize occupancy.

The following identifies the basic requirements needed by each department involved in the Certificate of Occupancy (CO) process for new single-family residences and duplexes:

1. Building Services Department:

- Building and plumbing permits must have approved final inspections.
- Electrical and mechanical permits must have approved final inspections.
- Contact the inspector identified on each permit directly to schedule these inspections.

2. Engineering Services Department:

- Streets, sidewalks, driveways, curbs, and approaches built to City standards as inspected by the City of Spokane Engineering Services Streets inspector. *Please note that all concrete work must be swept clear of dirt, gravel, construction equipment, and/or snow so inspectors may see the work.* Cracking and upheavals will need to be corrected prior to being issued a CO.
- Sewer, on-site stormwater and payment of OSSW fees by Engineering.
- Per SMC Section 16.61.606, driving on sidewalks is prohibited, except for temporary crossing of curb or sidewalk (*with approval from Engineering Services Director*) during construction; it should be covered with two-inch planks not less than ten feet in length and the outside edges protected with planks or timbers; planks and other obstructions to be removed when not in use.

3. Water Department:

- Water meter and back-flow prevention assemblies by the Water inspector.

The permit status can be checked online at www.spokanepermits.org.