



## Community Development Department

Director: Lauren Prentice

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[https://www.co.walla-walla.wa.us/residents/community\\_development/index.php](https://www.co.walla-walla.wa.us/residents/community_development/index.php)

# TEMPORARY CERTIFICATE OF OCCUPANCY (TCO) POLICY CDD23-001

A temporary certificate of occupancy (TCO) grants residents and building owners all of the same rights as a certificate of occupancy, however it is only for a temporary period of time. These are possible only when the Building Official determines that construction is substantially completed in the area to be occupied and that essential health, safety and environmental items have been adequately constructed or installed in compliance with the codes.

Temporary Certificates of Occupancy (TCO) will be considered when the applicant or owner submits a request in writing with any required applicable fees. Submittal of a request is not a guarantee of an approval.

Requests for TCO may be granted after inspections have been made by all required divisions necessary and any items identified as incomplete are deemed not to include any fire or life safety corrections.

A request for Temporary Certificate of Occupancy shall include:

- Name, address, phone and e-mail contact information of the applicant as well as the Building Permit number and address of the site.
- Description of all the work remaining to be completed prior to issuance of the permanent Certificate of Occupancy (CO) based on results of all final inspections.
- A projected date certain, by which all remaining work shall be completed, and a permanent CO may be issued.
- Payment of any TCO fee prescribed in the County's most current fee schedule.

Upon receipt of a request for a temporary certificate of occupancy and payment of the applicable required fee, the Building Official will circulate the request to the County's development services departments for comment. All work identified as required prior to issuance of a TCO must be completed and approved by the appropriate department prior to approval of the TCO. Once all necessary work has been completed or otherwise secured to the satisfaction of the responsible department, notice shall be given to the Building Official that the project is approved for issuance of a TCO. Upon approval by all departments, a TCO may be issued.

While it's generally expected that all work related to the TCO will be completed within 180 days of issuance, the applicant must provide at the time of request, a date certain within that 180-day period by which all work will be completed. In all cases it is the applicant's responsibility to maintain the validity of the underlying building permits throughout the lifetime of the project including the TCO period. Expiration of permits during the TCO period may result in additional fees. The Building Official may approve one or more extensions where completion of a project occupied under a TCO is delayed by causes beyond the control of the applicant. It is the applicant's responsibility to request final inspection of all work required to be completed under the TCO prior to issuance of the final CO. Failure to request inspections in a timely manner may result in revocation of the TCO and continued occupancy may be prohibited until a permanent CO is issued.



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**TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)  
OR EXTENSION REQUEST FORM**

Submit this Request Form & all supporting documents to [permits@co.walla-walla.wa.us](mailto:permits@co.walla-walla.wa.us).

**Note: Request will not be considered if life safety issues exist.**

Requestor Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Project Name		
Permit Number		
Site Address		
Proposed Date of Expiration for Temporary CO or Extension		<input type="checkbox"/> New <input type="checkbox"/> Extension
Explain why the work cannot be completed and the TCO is being requested		
Fees (check one)	<input type="checkbox"/> 90 days or less: no cost <input type="checkbox"/> 90 – 180 days: 5% of Building Permit Fee <b>Note: Re-Inspection fees may also be charged upon completion of the permitted work.</b>	

I agree to obtain a permanent Certificate of Occupancy (CO) prior to expiration as required by law and am aware of the penalty for failure to comply.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_  Owner  Contractor

Other: \_\_\_\_\_

**County Approval**

By: \_\_\_\_\_ Date: \_\_\_\_\_

**Conditions:**