

Do I need a TCO for a tenant improvement?

Yes you do, unless the work is of a minor nature. When constructing a tenant improvement in a new or existing building, you will need to obtain a TCO and a CO. You should also be aware that in order for you to receive a TCO or a CO for a tenant improvement, the building shell must also have a CO.

What do I do after I have filed my TCO/CO application?

After you file your application, have your contractor begin taking steps to

- (1) Obtain final approved inspections for all permits associated with the development and
- (2) review all land use conditions of approval related to life, health and safety issues that must be satisfied in order for the TCO/CO to be approved and issued.

To use the Automated Inspection System (IVR) to **check the status** of the (up to) 13 division and agency sign-offs that may be required before a TCO/CO can be issued, call **503-742-4720**, select option 4 and refer to the building permit number on the TCO/CO application.

Who to Contact

TRANSPORTATION & DEVELOPMENT

Main Number 503-742-4400

BUILDING DIVISION

Building Permit Inspection Line 503-742-4720
Building Permit Specialist 503-742-4240
Don Countryman Structural Inspector Supervisor
Building 503-742-4792
Eugene Morgan Electrical Inspector Supervisor
eugenem@co.clackamas.or.us 503-742-4766
Wayne Seiffert Plumbing Inspector Supervisor
waynesei@co.clackamas.or.us 503-742-4777

COMMUNITY ENVIRONMENT DIVISION

Susan Terry Trash Enclosure Design Approval
susanter@co.clackamas.or.us 503-742-4461

PUBLIC HEALTH

Steve Dahl Program Supervisor
SteveD@co.clackamas.or.us 503-655-8386
Rena Walker
RenaWal@co.clackamas.or.us 503-742-5327

ENGINEERING DIVISION

Kevin Noreen Project Manager
kevinnor@co.clackamas.or.us 503-742-4699
Wendi Coryell Permit Technician
wendicor@co.clackamas.or.us 503-742-4657
Development Inspection Line 503-742-4700
Dawn Pike Development Inspections
503-742-4682
Pager 503-301-2838
Deana Mulder Development Plan Review
deanam@co.clackamas.or.us 503-742-4710
Fax 503-742-4659

PLANNING DIVISION

Linda Preisz Landscaping/Signs
lindap@co.clackamas.or.us 503-742-4528

WATER ENVIRONMENT SERVICES

Main Office 503-742-4567
Fax Number 503-742-4565

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Temporary and Permanent Certificates of Occupancy Application Process

New commercial and industrial buildings and new multi-family developments in Clackamas County, including commercial and industrial building additions and tenant improvements, are required to have a Certificate of Occupancy in order for the structure to be occupied for its intended purpose and open to the general public.

Clackamas County issues both Temporary Certificates of Occupancy (TCO) and Permanent Certificates of Occupancy (CO). This pamphlet reviews what these certificates mean and outlines the process to apply for and obtain a TCO and CO for your project.



BUILDING CODES DIVISION

**150 Beaver Creek Road
Oregon City, OR 97045
503-742-4240**

www.clackamas.us

Frequently Asked Questions

How do I know whether to file for a TCO or a CO?

You need to apply for and obtain a TCO if you want temporary approval to use and open a building, addition or tenant improvement once all life, health and safety issues are resolved, while other issues related to the development are still pending.

The County issues a permanent CO only after all the work (site work, landscaping, etc.) and all the corrections are completed. Certain divisions and agencies may allow you to bond for improvements that are not completed at the time of a CO.

When should I file an application for a Temporary Certificate of Occupancy?

You should file the application for a TCO 2 to 4 weeks before you need it—in other words, 2 to 4 weeks before you intend to open the building to the public. This time allows you to meet the required conditions of approval requested by the divisions and agencies reviewing the development.

Do I need a TCO in order to have employees come in and stock the building?

No. Employees and other people, such as vendors and suppliers (excluding the general public) are allowed in the building after you have received an approved Fire/Life/Safety inspection from the County Building Inspector and Fire Marshall. A TCO is required when the building is opened to the public and the building is put to its intended use.

TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)

WHAT IT DOES:

Provides *temporary approval* to use and open a building, addition or tenant improvement once all **life, health and safety issues** are resolved, while other issues related to the development are still pending.

REQUIRED FOR:

All new commercial, industrial and multi-family buildings, additions to commercial and industrial buildings, and tenant improvements in Clackamas County.

EFFECTIVE FOR: 90 Days

FEE:
\$124

APPLY TO:

Clackamas County Building Codes Division.

EXTENSION:

The County Building Official will grant one, 30-day extension of a TCO for a \$100 fee. If you conclude that you will not be able to receive a CO by the end of the extension, contact the Building Official to discuss the situation.

PERMANENT CERTIFICATE OF OCCUPANCY (CO)

WHAT IT DOES:

Provides *permanent approval* to use and open a building, addition or tenant improvement once **all** issues related to the development are resolved and nothing further is required.

REQUIRED FOR:

All new commercial, industrial and multi-family buildings, additions to commercial and industrial buildings, and tenant improvements in Clackamas County

EFFECTIVE FOR: Permanent

FEE:
\$124

APPLY TO:

Clackamas County Building Codes Division



COMMERCIAL/INDUSTRIAL/MULTI-FAMILY TCO/CO SUBMITTAL CHECKLIST

- ? Submit TCO/CO application 2-4 weeks prior to occupancy date
 - ? Pay \$124 fee
 - ? Call for and obtain approved final inspections for all permits
- Obtain sign-offs from following divisions/agencies as necessary:
- ? WES or other jurisdiction for sanitary, storm sewers, erosion control; as-builts must be submitted no later than two weeks prior to occupancy date—
Storm & Sanitary Inspectors
 - ? Engineering Division—
Construction & Development Inspector
 - ? Community Environment—
Development Review Contact
 - ? Building Division—*Building Inspector for the Project*
 - ? Plumbing Division—*Plumbing Inspector for the Project*
 - ? Electrical Division—*Electrical Inspector for the Project*
 - ? Fire District—*Deputy Fire Marshal for district where development is located*
 - ? Soils Division (WES)—*Soils Inspector for the Project*
 - ? Public Health—Rena Walker
 - ? Planning Division—*County Planner who issued the staff decision for the land use approval*
 - ? Apply for a CO when TCO is issued and **repeat process above.**

The building permit specialist will up-date the status of your TCO application each time a division or agency signs off.

You are responsible for following up on the various required sign-offs. The permit specialist will not send you updates on your TCO as sign-offs occur.

When the last division or agency signs off on the TCO, the Building Official will sign the TCO certificate and you will be contacted to let you know the TCO has been approved and issued.

The process for a CO is the same as for a TCO. The same agencies that signed off on the TCO must sign off on the CO once they are satisfied that their corrections or improvements have been completed.