

TEMPORARY

FINAL CERTIFICATE OF OCCUPANCY

PERMIT NO. DNF

Project Name: \_\_\_\_\_

*In order to receive a Temp C of O or Final C of O you will need to demonstrate compliance of all of your projects Conditions of Approvals. Please refer to these Planning Documents and be prepared to provide documentation, the Application for TCO & demonstrate compliance with each of these requirements as part of the request for Temp C of O or Final C of O. You will need to obtain signatures from five different divisions. Please contact each of these divisions to coordinate the completion and sign off your project. Thank you.*

**PLANNING DIVISION-** (The contractor will schedule the final planning inspection directly with the project planner 5-days in advance as well as enter through Online Portal) 503-682-4960 %B

**BOND:**     YES     NO

Temporary Certificate of Occupancy    Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Final Certificate of Occupancy    Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ENGINEERING DIVISION-** (Request made through Online Portal)

**BOND:**     YES     NO

Temporary Certificate of Occupancy    Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Final Certificate of Occupancy    Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STORMWATER/NATURAL RESOURCES-** Request made through Online Portal (Request must be made 2 days prior to date inspection will be performed)

Temporary Certificate of Occupancy    Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Final Certificate of Occupancy    Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SMART/TRANSIT DIVISION-** 503-570-1576 (Located at 28879 SW Boberg Road)

Temporary Certificate of Occupancy    Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Final Certificate of Occupancy    Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BUILDING DIVISION –** (Request made through Online Portal)

Temporary Certificate of Occupancy    Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Final Certificate of Occupancy    Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*ONCE ALL STAFF SIGNATURES HAVE BEEN OBTAINED FOR OCCUPANCY BRING THIS" CARD TO CITY HALL @ 29799 SW Town Center Lp. E., or email [permits@y.kuqpxkngqt.gi.qpfi.qx](mailto:permits@y.kuqpxkngqt.gi.qpfi.qx)" Allow up to 6: 'hours for processing. It is the responsibility of the applicant to submit 14 business days to of the extension of the Temp C of O.**

Temp C of O: 'Tghgt '\q' \j g' Utwewtcn'Dwkrf kpi 'Rgto k'Hgg'Uej gf wrp'FQ for 60 Days Issued: C of O: Issued  
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	<b>FINAL APPROVAL LIST</b>	<b>APPROVAL DATE</b>
1	Engineering Approval (See below)	
2	Planning Approval (See below)	
3	Building Approval (See below)	
4	Electrical Approval – Clackamas County:	
6	Elevator Approval – State of Oregon:	
7	Health Dept. Approval – Clack or Wash County:	
	<b>BUILDING DIVISION INSPECTIONS</b>	<b>DATE</b>
		<b>REPORTS/FORMS REQUIRED</b>
1	Building Final Approval:	Final Structural Summary Letter, Final Geotech Report, Final Special Inspection Report, Other Agency Approvals
2	Fire Sprinkler Final/Ring-out/Tests:	Materials & Test Certificate (Above and Underground), Backflow Test Report
3	Fire Suppression Final for Hoods/Tests:	Hood Performance Test Report
4	Fire Alarm Final/Tests:	Ring-out report, Certificate of Completion
5	Mechanical Final:	Balancing Report
6	Plumbing Final:	Backflow Test Reports for Irrigation, Fire Sys, Other Plumbing as Required by Code
7	Occupant Load Posted:	Request Certificate from Building Dept. (A Occupancies)
8	Deferred Submittals Turned-in to Building Department:	Submittals Reviewed, Approved, and Inspected
	<b>ENGINEERING DIVISION APPROVALS</b>	<b>DATE COMPLETED &amp; COMMENTS</b>
1	As-Built Mylar's of public improvements	
2	Engineering punch list must be completed and approved.	
3	All public easements and/or right-of-way dedications must be submitted and approved.	
4	One year 10% maintenance bond for the public improvements must be submitted.	
5	Other	
	<b>*PLANNING DIVISION APPROVALS</b>	<b>DATE COMPLETED &amp; COMMENTS</b>
1	All landscaping in as approved in review.	
2	Design review check of buildings	
3	<b>*1) The contractor will schedule the final planning inspection directly with the project planner 5-days in advance, and *2) The project planner will place the inspection on their schedule, and *3) The contractor must still schedule the inspection online or via IVR. This gets the inspection into Eden for future results entry.</b>	