

# CERTIFICATE OF OCCUPANCY REQUIREMENTS

## Development Services Department

865 S.E. Barrington Dr. ~ Oak Harbor, WA 98277 ~ Phone (360) 279 4510 ~ Fax (360) 279-4519

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### ***Certificate of Occupancy Requirements:***

A Certificate of Occupancy or Temporary Certificate of Occupancy is required for **ALL** buildings or structures that are occupied or used, including single-family homes and residential structures. The Certificate of Occupancy certifies that the building or structure complies with the requirements of the Oak Harbor Municipal Code and the International Building or Residential Code for the intended use and occupancy.

As your project nears completion there are certain procedures that you must complete prior to the issuance of the Certificate of Occupancy or Temporary Certificate of Occupancy. The first five items may be done in any order, but all five must be completed prior to the Final Building inspection.

**First:** All utilities and construction work must be completed to the satisfaction of the Oak Harbor Public Works Department. This may include, but is not limited to easements, pedestrian walkways, Stormwater management, water and sewer service, ect. Contact the Engineering Division when you are ready for your final site inspections.

**Second:** All zoning site requirements, signage, parking, landscaping, screening as well as other approved development conditions must be acceptable to the Oak Harbor Planning Division. Contact your assigned project Planner to schedule your final review and site inspections.

**Third:** All fire alarm systems, automatic fire sprinkler systems, fire lane striping and other project requirements must be 100% completed and approved by the Oak Harbor Fire Department. Contact the Fire Department to schedule your final inspection. Please be sure that all work is completed and that all systems have been tested before your scheduled inspections. Remember to schedule far enough in advance to allow time to make corrections and to have reinspections performed if necessary.

**Fourth:** The Building Official must be provided with two letters; one from the Special Inspection Agency and one from the registered Design Professional in Responsible Charge stating that the building has been completed, complying with the plans and specifications. A copy of each of these letters must also be on-site for the Building Inspector prior to the Final Building Inspection.

**Fifth:** ALL Electrical, Mechanical and Plumbing Permits for the project must be 100% completed, have their final inspections and be signed off.+Contact the Oak Harbor Building Division to schedule your final inspections by calling our direct voicemail system at (360) 279-4569.

**Sixth:** A Final Building Inspection must be performed **AFTER** the five items above have been completed. Contact the Oak Harbor Building Division to schedule your Final Building Inspection by calling our direct voicemail system at (360) 279-4569.

**Final Record Verification:** Once all of the permits on your project have been 100% completed and signed off+you will need to schedule an appointment with the Building Division to review all of the %Site+inspection records, (inspection records are usually on bright green paper), and to verify the necessary information for the Certificate of Occupancy. To schedule an appointment please call (360) 279-4510.

**Issuance of the Certificate of Occupancy:** Once you have met with the Building Division staff and all of your %ite+inspection records have been verified it takes a minimum of five working days to issue the Certificate of Occupancy.



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**Temporary Certificate of Occupancy:** A Temporary Certificate of Occupancy **May** be issued for a period not to exceed 60-days for the strict purpose of stocking shelves or training employees. In order to obtain approval for a Temporary Certificate of Occupancy **ALL** LIFE SAFETY ITEMS SHALL BE COMPLETED AND OPERATIONAL to the satisfaction of the Oak Harbor Fire Chief and Building Official.

**Requests for a Temporary Certificate of Occupancy:** Requests must be in writing addressed to the Building Official at least 30 days prior to the expected temporary occupancy date. The letter must include the following:

- Specific details as to why the Temporary Certificate of Occupancy is need.
- What the stocking of shelves or training will entail.
- What the hardship is in waiting until the Certificate of Occupancy is issued.
- The requested date of the Temporary Certificate of Occupancy.
- The expected date of the Final Building Inspection and Issuance of the Certificate of Occupancy.
- Written consent from both the contractor and the Responsible Design Professional in Responsible Charge stating that they have on issues or problems with the temporary occupancy and it will not create any problems including hazards or safety to occupants during the temporary occupancy status.

***By keeping these outlined steps in mind and expeditiously attending to all items prior to a Building Final, the City of Oak Harbor can better serve you and prevent unnecessary delays in issuing your Certificate of Occupancy.***