

- TEMPORARY
- FINAL CERTIFICATE OF OCCUPANCY

PERMIT NO. BB-

Project Name:

***IF A DEPARTMENT CAN SIGN FOR FINAL C OF O REGARDLESS OF REQUEST HAVE THEM SIGN THE FINAL C OF O LINE.**

*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

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 (Take card to physical location at 28879 SW Boberg Road)

Temporary Certificate of Occupancy Signature: _____ Date: _____

Final Certificate of Occupancy Signature: _____ Date: _____

BUILDING DIVISION – (Request made through Online Portal) Last signature after all above have signed.

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@ci.wilsonville.or.us Allow up to 48 hours for processing.**

Temp C of O: \$360 Fee for 60 Days Issued: _____ Each additional extension: \$360
 C of O Issue Date: _____

	FINAL APPROVAL LIST	APPROVAL DATE
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:	
	BUILDING DIVISION INSPECTIONS	DATE
		REPORTS/FORMS REQUIRED
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
	ENGINEERING DIVISION APPROVALS	DATE COMPLETED & COMMENTS
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	
	*PLANNING DIVISION APPROVALS	DATE COMPLETED & COMMENTS
1	All landscaping in as approved in review.	
2	Design review check of buildings	
3	*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.	