



Temporary Certificate of Occupancy Request

Please use this form to request a Temporary Certificate of Occupancy (TCO). TCO requests are processed pursuant to King County Code (KCC) 16.02.510, which amends Section 111 of the adopted building codes.

Please complete the below information and email this completed form to PermitServices@kingcounty.gov.

- If the TCO request is approved, instructions for making payment online will be sent by email.
- If the TCO request is not approved, a reason will be sent by email.

TCO approvals require review by one or more County disciplines. **Same day approval is not guaranteed.**

Project Information	
PERMIT NUMBER	PROJECT NAME
Applicant Information	
REQUESTOR NAME	
RELATIONSHIP OF REQUESTOR TO PROJECT	
REQUESTOR PHONE	
REQUESTOR EMAIL	

Request Information	
DATE OF REQUEST	
DATE OF PROPOSED TEMPORARY OCCUPANCY	
REQUESTED LENGTH OF TEMPORARY OCCUPANCY* *30 DAYS (STANDARD); 31-90 DAYS (REQUIRES BUILDING OFFICIAL APPROVAL AND IS NOT GUARANTEED)	

Requestor acknowledges that all corrective items must be completed and approved by the County prior to the expiration of the TCO. If all items cannot be completed prior to expiration date of the TCO, an additional TCO may be requested, and if approved, a new TCO fee will be assessed. Should the TCO lapse without approval of subsequent TCO application(s) the project will be forwarded to the Code Enforcement for corrective action.

REQUESTOR'S SIGNATURE	DATE
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Temporary Certificate of Occupancy Request, continued

Requirements for TCO approval

Below a list of *general* requirements for TCO approval. Each project may have additional items not listed below. Please communicate with the project inspectors early if a TCO will be requested.

- Approved Temporary Occupancy inspections by all applicable disciplines:
 - Building
 - Fire
 - Site (LUIS)
 - Critical Areas
- Plumbing systems must be operational (Seattle-King County Public Health approval required)
- Mechanical must be operational, with Testing and Balancing and Commissioning Report(s)
- All fire systems must be operational and approved for occupancy (including fire lanes, generator, and DAS if applicable)
- Check status of any other open permits
- Parking and accessible signage installed (temporary if necessary)
- Exit signage and egress lighting must be operational.
- Temporary egress plan approval for partial occupancy requests
- Electrical approval for TCO from L&I
- Elevator approval for TCO from L&I (if upper floor occupancy is requested)
- Boiler approval from L&I (if applicable)
- If landscaping is not installed and approved, a performance bond is required (except for public agencies)
- Check with ROW for conditions and approvals
- Sewer or septic approval
- Special inspection final letter(s) - see special inspection checklist for all requirements
- Structural observation letter from engineer of record – see special inspection checklist to see if required
- Payment of any remaining permit fees, such as deferred impact fees.
- Payment of the TCO fee (per building).