CERTIFICATE OF OCCUPANCY REQUIREMENTS

A 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 Redmond 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. 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 Redmond Public Works Department. This may include, but is not limited to, easements, pedestrian walkways, stormwater management, water and sewer services, etc. Contact the Construction Inspection Division by calling our Direct Request system at **(425) 556-2435** 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 Redmond Planning Department. Contact the Redmond Planning Department to schedule your final review and site inspections by calling our Direct Request system at **(425) 556-2435**.

Third: All fire alarm systems, automatic fire sprinkler systems, fire lane striping and other project requirements must be 100% completed and approved by the Redmond Fire Prevention Division. Contact the Fire Prevention Division to schedule your final inspections by calling **(425) 556-2232**. 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. Please call at least five (5) days in advance for all on-site inspections. Only limited inspections are performed on Fridays.

Fourth: The Building Official must be provided with two (2) 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 (if applicable). **These letters shall be mailed to: City of Redmond, Attn: Building Official, 15670 NE 85th St, M/S 1NPL, P.O. Box 97010, Redmond, WA 98073-9710.** A copy of each of these letters must also be on-site for the Building Inspector prior to the Final Building Inspection.

Fifth: **ALL** other Building Permits (example: vaults, trash enclosures, etc.), Electrical, Mechanical and Plumbing Permits for the project must be 100% completed, have their

final inspections and be “signed off.” Contact the Redmond Building Division to schedule your final inspections by calling our Direct Request system at **(425) 556-2435**.

Sixth: A Final Building Inspection must be performed **AFTER** the five items above have been completed. Contact the Redmond Building Division to schedule your Final Building Inspection by calling our Direct Request system at **(425) 556-2435**.

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 our Permit Coordinator, Kelcie Peterson, 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. Kelcie’s contact number is **(425) 556-2461**.

Issuance of the Certificate of Occupancy: Once you have met with the Permit Coordinator and all of your “Site” inspection records have been verified it takes a minimum of five working days to issue the Certificate of Occupancy. All Certificates of Occupancy are issued through the Permit Center.

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