



Development Services Department

1175 – 12th Ave NW | P.O. Box 1307

Issaquah, WA 98027

425-837-3100

issaquahwa.gov

February 5, 2020

Subject: Issaquah Policy for Temporary Certificate of Occupancy (TCO)

Staff has been developing a protocol to address the TCO process to provide an effective tool for tracking staff input on requirements for achieving TCO status when desired by a building owner as established under the provisions of IBC 111.3 ([IMC 16.04.010](#)). While a TCO is not required, the Building Official is authorized to issue a TCO before completion of the entire work covered by a permit. The City of Issaquah has a policy established to provide responses to TCO requests and has established the following fees and terms for TCO's:

Level 1 TCO – for commercial, shell-and-core, multifamily, and 4+ unit townhouse projects.

1st TCO: 180-day duration \$3,500 Fee

2nd TCO: 180-day duration \$750 Fee

Level 2 TCO – for single-family residences, duplexes, tenant improvements, and 3-unit maximum townhouse projects.

1st TCO: 60-day duration \$500 Fee

2nd TCO: 60-day duration \$500 Fee

Unless determined in advance by the building official, TCO's that expire or have exceeded the term for the 2nd renewal are subject to a Notice of Violation with a 15-day period of time to correct outstanding items and a fee of \$250/day.

In order to proceed with the TCO process, the applicant must agree to the above terms and sign the acknowledgment below.

Crystal Kolke, CBO
Interim Building Official
City of Issaquah
425-837-3123

I have read the above Issaquah Policy for Temporary Certificate of Occupancy and agree to the above terms.

Signature

Date

Printed Name

Company