



February 24, 2021

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

Community Planning and Development staff have developed a protocol to address the TCO process. This protocol is designed 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 IMC 16.04.010.109.2 Table D18. While a TCO is not required, the Building Official is authorized to issue a TCO before completion of the entire project covered by a permit. The City of Issaquah has a policy established to provide responses to TCO requests and City Council has approved 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 first apply through [mybuildingpermit.com](http://mybuildingpermit.com), pay the required fee, and request relevant TCO inspections.

*\* A project is defined as each distinct building. For multi-unit townhomes built under the IRC, a single \$3,500 fee is required for the entire building as long as a complete plan for CO is provided at the time of the first TCO.*

James Gray, PE,  
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