



## Temporary Certificate of Occupancy

**Category:** Commercial Construction

**Effective:** September 11, 2001 [Margaret M. Mahoney]

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**Responsible Bureau Section:** Commercial Structural/Mechanical  
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### Background:

In some instances, it is necessary to occupy a building before the building certificate of occupancy can be issued. In these instances, a temporary certificate of occupancy must be requested and issued. The Office of Planning and Development Review (OPDR) will only issue temporary certificates of occupancy (temporary certificate(s)) under certain circumstances. This guide outlines the process for requesting and issuing temporary certificates.

### A. Request

1. Only the building owner or the owner's representative (owner) may request a temporary certificate. A request may be made:
  - a. In writing. Send request to: OPDR Structural/Mechanical Inspection, 1900 SW 4<sup>th</sup> Avenue, Suite 5000, Portland OR 97201
  - b. In the field. Notify the structural/mechanical inspector responsible for individual project inspection.
  - c. Through IVR. Use IVR inspection code 290.
  
2. Temporary certificate requests shall include the following information:
  - a. Building address
  - b. Permit number
  - c. Date building or portion of the building is to be occupied.
  - d. If less than 100% of the building is to be occupied, area and portion of the building to be occupied.

OPDR will only consider temporary certificate requests after all fire and life safety requirements are completed and have been approved through the inspection process.

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In some cases, OPDR will approve temporary fire and life safety measures to meet this requirement.

The consideration or issuance of a temporary certificate does not eliminate the need for any outstanding requirements, including land use review (LUR), design review, or landscaping requirements, to be completed before the certificate of occupancy can be issued.

**B. Process**

After the request for temporary certificate of occupancy has been received, the following process will take place.

**1. Inspection.**

- a. An inspector will meet the owner at the building site and conduct an inspection to determine the following:
  - 1) Requirements to be met before temporary certificate issuance; and
  - 2) Requirements to be met before final certificate of occupancy issuance.
- b. After inspection, the inspector will create the temporary certificate. The temporary certificate will list all work to be completed, a completion date, and an expiration date for the certificate.
- c. All inspection disciplines must agree that the temporary certificate may be issued before issuance can occur.

**2. Issuance.** The owner will be notified that the temporary certificate is available for issuance. Before issuance, the owner must pay the issuance fee at the Development Services Center. The current fee (July 1, 2001) for a temporary certificate of occupancy is \$175.00. This fee is subject to change, call the Development Services Center at (503) 823-7310 for the current fee.

**3. Security guarantee.** In some circumstances, a security document may be required for any unfinished work. When required, the value of the document will be set at 120% of the value of the work to be completed.

**4. Expiration of temporary certificate.** The expiration date of the temporary certificate will be determined on a case by case basis. Unless otherwise noted by OPDR, temporary certificates will expire within 30 days of issuance. The expiration date shall be clearly noted on the temporary certificate.

Before the temporary certificate expires, a reinspection must be requested. Reinspections are requested through IVR using inspection code 999.

- 5. Extensions of Temporary Certificates.** Temporary certificates of occupancy may be extended beyond the expiration date. Request for extension shall be made directly to the inspector or through IVR. Timelines for extensions will be set by negotiation between OPDR inspector and owner.
- 6. Closing of Temporary Certificate.**

After the inspector has reinspected the property one of the three things will happen:

  - a. All outstanding requirements will have been met, the inspector finalizes the inspection, and issues the certificate of occupancy.
  - b. All outstanding requirements will not have been met, another temporary certificate is issued including all remaining requirements and a new expiration date for requirement completion.
  - c. All outstanding requirements have not been met, another temporary certificate is not issued, and the inspector begins enforcement action, by issuing a notice of violation and establishing a violation case.