



**City of  
Portland, Oregon**  
**Bureau of Development Services**  
FROM CONCEPT TO CONSTRUCTION

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**Timing of TI Issuance in Relation to Core/Shell Permits**  
**Discussion Outline, DRAC**  
**May 18, 2017**

**Summary**

In many cases, there are customer benefits to beginning work on TIs prior to the shell permit receiving approval of all final inspections, including streamlining construction schedules, filling spec tenant spaces, and economic interests in general. However, issuing TI permits before the core/shell is completed can raise issues for plan review, inspections and record keeping. It can contribute to slowing the progress of the core/shell permit and result in unclear progress of the work permitted under the core/shell. This results in a “moving target” that is unclear on which fire, life safety, structural, or other improvements have been made that the TI is dependent on being completed.

In the past, where the core/shell has not received approval of final inspections or received a Temporary Certificate of Occupancy, inspectors have worked with customers to allow issuance of TIs on a case by case basis. **BDS would like to establish guidelines for when to allow issuance of TIs prior to the core/shell permit receiving approval of final inspection or Temporary Certificate of Occupancy.** Establishing guidelines will help ensure more consistent expectations for both customers and staff, and prompt earlier discussions of project timing and phasing where possible.

**Possible Guidelines for TI Permit Issuance**

**TI permits may be issued if:**

- 1.** The core/shell permit also establishes Occupancy and a Certificate of Occupancy or Temporary Certificate of Occupancy has been issued; or
- 2.** The core/shell **DOES NOT** establish occupancy, but a Temporary Certificate of Occupancy has been issued indicating completion but that does not authorize actual physical occupancy of the structure/building; or
- 3.** The core/shell permit meets Substantial Completion Guidelines, as determined by inspector.

**Substantial Completion Guidelines: See Next Page**

## **Substantial Completion Guidelines:**

1. Structure must be framed and dried in.
2. Elevator, stair, exist passage ways must be framed and wallboard/core board installed, inspected and approved.
3. HVAC, electrical, plumbing, fire sprinkler and fire alarm system must be rough in for the core shell permit, inspected and approved with systems available for TI work to connect to those systems.
4. Fire stopping of the core and shell permitted work within the TI area must be completed, inspected and approved.
5. No shell permit revisions that overlap with the TI area may be Under Review (not yet Issued). Shell permit revisions that overlap with TI's Issued or Under Review, will require work to be stopped on the TI (or delay TI review) until such time as Shell Revisions are Issued. Shell Revisions impacting TI's will require TI re-review prior to re-start of TI work.
6. The TI permit must include a clear statement that occupancy will not be approved until the core and shell work is completed, inspected, approved and at a minimum a TCO issued.
7. Specific circumstances of the project and building may be considered at the inspector's discretion.

## **Early Communication**

**Pre-construction meetings:** Existing Temporary Certificate of Occupancy Checklist will continue to be discussed at pre-construction meetings. New Substantial Completion Guidelines will also be discussed at pre-construction meetings.