



Building Division

**Certificate of Occupancy
Requirements**

Certificate of Occupancy & Temporary Certificate of Occupancy

CERTIFICATE OF OCCUPANCY REQUIRED

A Certificate of Occupancy is required before occupying or using any building, including single-family dwellings. This also applies to portions of buildings as in the case of additions or remodeling. Any change in the use or occupancy of a building, for example converting a dwelling to a commercial use such as a daycare, or converting an office building to a store or a church, also requires a Certificate of Occupancy before the change of use is made, whether or not permits are required.

The Certificate of Occupancy will include a statement that the described portion of the structure has been inspected for compliance with the requirements of Linn County building codes for the occupancy and the use for which the proposed occupancy is classified.

TEMPORARY CERTIFICATE OF OCCUPANCY

Though desirable to complete a building before moving in, we recognize there are times when that is not possible. The Linn County Building Regulations allow for the issuance of a temporary certificate of occupancy before the building is completed if the building official finds that no substantial hazard will result from occupancy of the building. The building should be substantially complete and without safety hazards. The Building Division will send written notice of temporary occupancy to the contractor and the owner.

The temporary certificate will remain valid for a period of 180 days. The building official may extend the period for good cause upon application and payment of the associated fee. Failure to call for final inspection and obtain the required **Certificate of Occupancy**, or make application for extension or renewal prior to the temporary certificate expiration date will result in an additional fee. The following fees apply:

1. Certificate of Occupancy related to a building permit	No charge
2. Temporary Certificate of Occupancy – First Issuance	\$25.00
3. Temporary Certificate of Occupancy – Subsequent extension or renewal ¹	\$40.00
4. Expired Temporary Certificate of Occupancy in addition to extension or renewal ¹	\$40.00

Checklist for Temporary Occupancy - Residential

The following are the minimum requirements that must be completed, inspected and approved in writing by the building official prior to occupying a single family dwelling:

➤ **BUILDING**

- One approved entrance/exit (3’ door, landing, steps and railings for safe exit path to yard without passing through the garage).
- Emergency escape and rescue windows and required window wells.
- Windows and exterior doors. Safety glazing installed as required.
- Roofing, siding, soffits. Building weather tight.
- Stairs, handrails and guardrails:
 - Note: Landings and decks outside secondary doors need not be completed if a guardrail is installed across the exterior of the door or the door itself is disabled.

¹Must be approved by the building official or his/her designee.

➤ **PLUMBING**

- Connection to approved sewer or on site waste water treatment (septic) system. Septic systems require final approval in writing from Linn County Public Health.
- Connection to approved public water supply or private well. Wells require final approval in writing from Linn County Public Health.
- One operating bathroom with hot and cold water, toilet, lavatory, and bathtub or shower.
- Kitchen sink with hot and cold water.

➤ **ELECTRICAL**

- Smoke alarms/carbon monoxide alarms.
- Wall outlets and switches complete with cover plates.
- Cover on service panel.
- Switched light in each habitable room, at stairs, and at each exterior door.
- GFI receptacles installed and operating properly at required locations in kitchen, bathrooms, basement, garage and outdoors.
- Permanent service.
- Arc-Fault protection where required.

➤ **MECHANICAL**

- Gas meter set and connected or permanent hook-up to LP gas.
- Furnace and water heater permanently installed and operating.