

Certificates for use and occupancy

New commercial, industrial and multifamily buildings in Clackamas County, including additions, tenant improvements and changes of use are required to have a certificate issued by the Building Codes Division in order for the structure to be occupied for its intended purpose and open to the general public.

Clackamas County issues three kinds of certificates:

- Temporary Certificate of Occupancy
- Letter of Completion
- Certificate of Occupancy

This guide reviews each type and outlines the process to achieve final certification for your project.



Frequently Asked Questions

If you have additional questions, please see our contact information below. We're here to assist you.

When can my employees stock the building?

Employees, vendors and suppliers (not the general public) are allowed in the building after you have an approved final Fire/Life/Safety inspection from the county Building Inspector and the district Deputy Fire Marshal.

A Certificate of Occupancy is required for the building to be open to the public.

What if the Fire/Life/Safety part of my project is complete, but other work is still pending?

This is where a Temporary Certificate of Occupancy (TCO) can be helpful by providing authorization to occupy the building for up to 180 days while you complete pending items.

If a TCO would benefit you, contact us to begin the application process and pay the associated fees.



Building Codes Division

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Clackamas, OR 97045
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bldservice@clackamas.us
www.clackamas.us/building

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Guide to Certificates of Use and Occupancy

For new commercial,
industrial and multifamily
developments





You're just about there!

The type of certificate you need depends on the status of your project and construction process.

Temporary Certificate of Occupancy

You can request a Temporary Certificate of Occupancy (TCO) if you would like to use your building after building final approval, and while you complete other non-building items (e.g., landscaping, or site or street improvements) that are required for certificate of occupancy.

Letter of Completion

You need a Letter of Completion (LC) when you want to close out permits for a shell building. The final Certificate of Occupancy will be granted under the future tenant improvement permit.

Certificate of Occupancy

You need a Certificate of Occupancy (CofO) when you want your structure to be open to the public. This document proves that your commercial, industrial or multifamily structure is approved for occupancy.

Check the approval status online

While you wait for necessary approvals, you can check the status of your certificate at www.clackamas.us/building with your permit number. You'll see the approval progress or the information needed from a department for your project to be complete.

"I'm ready to start using my building, now what?"

Occupancy and use certificates process checklist

Use this checklist to ensure all required partners sign-off on your project. Please note: Your project may not require sign-off from all parties.

- Final inspection:** Call to receive final electrical, plumbing, mechanical and structural (building) inspections. These inspections must be approved for occupancy. To schedule an inspection, call our request line at 503-742-4720.

After an approved final building inspection is received, Building Codes will alert all parties that the building is eligible for a certificate and a review/sign-off is needed.

While the Building Codes Division notifies all the partners and tracks their responses, it is the responsibility of your project team to make sure all work is complete and all necessary inspections are obtained and approved.

- Planning and Zoning:** Call for final inspection to ensure that the conditions of approval have been met on site. Contact the entity that originally issued your project's land use approval.
 - Clackamas County Planning & Zoning
www.clackamas.us/planning | 503-742-4500
zoninginfo@clackamas.us
 - City of Molalla Planning Department
www.cityofmolalla.com/planning | 503-759-0219
communityplanner@cityofmolalla.com
 - City of Canby Development Services
www.canbyoregon.gov | 503-266-7001

- Water and Environment:** For sanitary, storm sewers and erosion control. Providers such as WES or Oak Lodge need "as-built" plans submitted at least two weeks prior to the occupancy date.

- Water Environment Services
www.clackamas.us/wes | 503-742-4567
wescustomerservice@clackamas.us
- Oak Lodge Water Services
www.oaklodgewaterservices.org | 503-654-7765

- Septic:** If your property is on a septic system.
www.clackamas.us/septic | 503-742-4740
soilsconcern@clackamas.us

- Engineering Division:** Work related to driveway, access permits or site improvements.
www.clackamas.us/engineering | 503-742-4691
engineering@clackamas.us

- Sustainability:** This review focuses on trash enclosures associated with your project.
www.clackamas.us/recycling | 503-557-6363
wasteinfo@clackamas.us

- Fire District:** Review by the Deputy Fire Marshal in district where development is located.

- Public Health:** Review by Health Inspector for licenses and inspections.
www.clackamas.us/publichealth#environmental
503-655-8384 | eh@clackamas.us

After you receive all necessary approvals, the final certificate will go to the building official for their signature. Once this document is signed, we will notify you that your certificate is ready to be picked up and that the building can be open to the public.