



Permitting and Inspections Department

Partial Certificate of Occupancy (CO) Applicant's Pre-Approval Checklist

Adopted: 12/08/2017

Step 1

Submit a written request from the owner or owner's agent and projects design professional in responsible charge for a Partial Certificate of Occupancy. This request will be reviewed and approved by the Inspections or Department Director.

Step 2

Resolve all key development issues. The following is a list of potential issues that could prevent the issuance of a Certificate of Occupancy until resolved. This list is not exhaustive:

- Finalization of all on-site permits (and conditions of approvals), such as fire, site, civil, and building (HVAC, electric, plumbing, subsurface, and signs).
- Completion of all off-site improvements, including the removal and repairs of street lights and signs.
- Resolution of all project holds (including fees and taxes)
- Completion of work as required and referenced in the construction management plan.
- Submittal and acceptance by the City's Department of Public Works (sewer, grease trap)
- Completion and submittal of required State Fire Marshal permitting
- Completion and submittal of required Health Inspection requirements
- Submittal of satisfactory Final Statement of Special Inspections
- Code-required fire and life/safety systems, i.e., sprinklers, fire alarms, smoke detectors, fire rated floor systems, duct, shafts, and penetrations, elevators, exit illumination, exits and exit stairways, must be in place and functional.
- Accessibility requirements must be in complete compliance to, throughout, and from the area under consideration.
- Parking must be available including accessible spaces.
- No crane work or overhead lifting above floor(s) of occupancy
- Other issues pursuant to field or permit conditions.

Step 3

Complete final inspections and request issuance of a Partial Certificate of Occupancy.

Please note the issuance of a Partial Certificate of Occupancy shall not be construed as a dismissal of a violation of City of Portland codes or ordinances.