

# PUBLIC FACILITIES

Y - Land Use Matters

## COUNCIL POLICY NO. Y-1

**TITLE:** CERTIFICATE OF OCCUPANCY: TEMPORARY VS. FINAL APPROVAL

**POLICY:** Upon completion of all new construction requiring a building permit, the individual/company who took out the building permit is required by State of Oregon law to apply for a final inspection PRIOR to any occupancy.

The Certificate of Occupancy is used to insure that all construction work has met the provisions of the State of Oregon Uniform Building, Plumbing and Mechanical Codes, the National Electrical Code, Federal Handicapped & FEMA flood proofing laws, and City of Salem Public Works and Parks Departments' development requirements. A Temporary Certificate of Occupancy will be issued by the Building Official when all work is completed except for non-safety items such as back ordered equipment or fixtures and outside painting, landscaping, paving and similar work which could not be completed due to weather conditions.

A Certificate of Final Occupancy shall be granted when all code requirements, development requirements and project specifications have been approved.

**REFERENCES:** Ordinance No. 103-67, Section 1, Salem Revised Code, Section 56.010  
Uniform Building Code, Sect. 306

**BACKGROUND INFORMATION** The City has a responsibility to insure that buildings are not occupied until after they are safe for use.