



**Permit Center**  
Location: 400 W. Gowe • Mail to: 220 4th Avenue South • Kent, WA 98032  
(253) 856-5300 FAX: (253) 856-6412  
[KentWA.gov/permitcenter](http://KentWA.gov/permitcenter)

# Certificate of Occupancy Process

## Certificate of Occupancy

Newly constructed buildings and existing buildings undergoing a Change of Use are required to have a Certificate of Occupancy issued by the City of Kent before they can be occupied and used. To obtain a Certificate of Occupancy, you must **first have final inspection approvals from each City Division** recorded on the job record card issued as part of your building permit. These Divisions, with the telephone numbers to call for inspections are:

- Public Works Engineering**  
(253) 856-5500
- Planning Services**  
(253) 856-5302
- Fire Prevention**  
(253) 856-5427
- Building Services**  
(253) 856-5427

When you have obtained all final inspection approvals on your job record card, call the Building Services inspection line at (253) 856-5427 and request a "Certificate of Occupancy inspection" (IVR Inspection Code #1999). Within the next business day, a building inspector will make an inspection, verify the needed approvals are recorded, and issue the Certificate of Occupancy at the site.

Please do not call for a Certificate of Occupancy inspection before the four necessary final inspection approvals are recorded on the job record card. If the building inspector can not verify that all final inspections have been approved by reviewing the job record card, the Certificate of Occupancy will not be issued, and a re-inspection fee may be assessed. Therefore, to avoid re-inspection fees and obtain your Certificate of Occupancy as quickly as possible, please make sure that all final inspection approvals are signed off on your job record card before calling for your Certificate of Occupancy.

As an alternative, if you have all four final inspection approvals recorded on your job card, you may bring it to the Permit Center (located on the 1st floor of the Centennial Building) to receive your Certificate of Occupancy. Please call (253) 856-5300 to arrange an appointment time.