



Subject: Existing Buildings - Certificate of Occupancy

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Process or Policy: As authorized by the *Sandy Municipal Code, Section 15.04.090 Powers and duties of building official*, the Building Official has authority to render interpretations and adopt administrative policies and procedures.

The following policy is established for inspection and occupancy of existing buildings located within the City of Sandy. (ref. OSSC 104.1)

Effective Codes: OSSC 102.6, 104.1, 111.1, 111.2, 111.4; SMC 15.04.090

A Certificate of Occupancy is required for all existing buildings regulated by the Oregon Structural Specialty Code. After vacancy or abandonment of an existing building for a month, a new certificate of occupancy may be required before the building can be used or occupied. (This policy does not include One-and-Two Family Dwellings, Accessory Dwellings, and utility buildings accessory to One-and-Two Family Dwellings.)

1) Change of Occupancy. (ref. OSSC 111.1) A building or structure shall not be used or occupied, and a change in the existing character, use or occupancy classification of a building or structure or portion thereof shall not be made, until the Building Official has issued a certificate of occupancy for such change in character, use, or occupancy. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the Oregon State Building Codes or the City of Sandy Municipal Code.

2) Existing structures. (ref. OSSC 102.6) The legal occupancy of any existing structure shall be permitted to continue without change, except as otherwise specifically required in the Oregon Structural Specialty Code (OSSC), the Sandy Municipal Code, or as deemed necessary for the general safety and welfare of the occupants and the public.

3) Maintenance. (ref. SMC 15.04.090, I) All buildings and structures, both existing and new, and all parts thereof, shall be maintained in a safe and sanitary condition. All devices or safeguards which are required by the codes shall be maintained in conformance with the code edition under which it was installed. The owner or the owner's designated agency shall be responsible for maintenance of the building and structure. To determine compliance with this section, the Building Official may cause a structure to be reinspected.



4) Certificated Issued after inspection. (ref. OSSC 111.2) After the Building Official inspects the building or structure and finds no violations of the provisions of the Oregon Building Codes or Sandy Municipal Code, the Building Official shall be authorized to issue a certificate of occupancy that contains the following:

- a) The building permit number (if applicable).
- b) The address of the structure.
- c) The name and the address of the owner or owner's agent.
- d) A description of that portion of the structure for which the certificate is issued.
- e) A statement that the described portion of the structure has been inspected for compliance with the requirements of the Oregon Building Codes for the occupancy and division of occupancy and the use for which the proposed occupancy is classified.
- f) The name of the Building Official.
- g) The edition of the code under which the Certificate of Occupancy was issued.
- h) The use and occupancy, in accordance with the provisions of OSSC, Chapter 3.
- i) The type of construction as defined by OSSC, Chapter 6.
- j) The design Occupant Load.
- k) If an automatic sprinkler system is provided, whether it is required.
- l) Any special stipulations and conditions of the building occupancy.

5) Revocation. (ref. OSSC 111.4) The Building Official is authorized to suspend or revoke a certificate of occupancy or completion issued under the provisions of the Oregon Structural Specialty Code wherever the certificate issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or structure, or portion thereof is in violation of any provisions of the Oregon Structural Specialty Code or the Sandy Municipal Code.