

# Seattle Fire Prevention Division

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## Certificates of Occupancy Required with New Place of Assembly Permits

The Certificate of Occupancy (C of O) is an essential part of the permit review process for issuing assembly permits. The Certificate of Occupancy is a document issued by the Seattle Department of Construction and Inspections (SDCI), previously the Department of Planning and Development (DPD). It certifies a building's compliance with applicable building codes and other laws, indicating that the building is in a condition suitable for occupancy. The C of O also contains information about the occupancy load.

**Which SFD Permit Applications Require a Certificate of Occupancy?** A copy of the C of O must be included along with applications for the following permit types:

2501 Series: Place of assembly, non-profits

2502 Series: Place of assembly, occupant load of 100-999

2504 Series: Place of assembly, occupant load of 1,000+

**Where Can I Get a Copy of a Certificate of Occupancy Document?** Records from recent years can be researched and printed online at <http://web6.seattle.gov/dpd/edms/>. Applicants can research all available building records at the SDCI Microfilm Library, located on the 20th floor of Seattle Municipal Tower at 700 Fifth Ave., (206) 233-5180. **Note:** Historical research can be challenging because building code occupancies have changed significantly over time. C of O's were first required in Seattle in 1956. That means older buildings that have not changed occupancies will not have any C of O records at SDCI. In these cases, customers may need to initiate a new process with SDCI to have a C of O issued. For additional information about C of O's, call SDCI Inspection Services at (206) 684-8950. See also SDCI information sheet #120 on Obtaining a Certificate of Occupancy: <http://www.seattle.gov/dpd/publications/cam/cam120.pdf>.

**How Should I Submit the Certificate of Occupancy Document to SFD?** A copy of the certificate should be submitted by email (preferred) to [permits@seattle.gov](mailto:permits@seattle.gov) along with your application materials. Permit applications are available on our website at <http://www.seattle.gov/fire/business-services/permits>.

**Does the Seattle Fire Department Provide Assistance?** Yes. Our permit team can provide general information about the permit application process and our compliance inspectors can provide more code-specific guidance if required. If you need help with a new place of assembly permit, please call our office at (206) 386-1450 and ask to speak with a member of the Permit Team or the Compliance Unit. **Questions regarding Certificates of Occupancy are best directed to the Seattle Department of Construction and Inspections** at (206) 684-8950 because they issue and maintain these records.