

Requirements for Occupancy

Below is a list of the most common requirements that need to be completed and approved by City staff before obtaining a Certificate of Occupancy. As each project is different and all requirements may not apply, please discuss the following items with your inspector and request a pre-occupancy inspection.

REQUIREMENTS TO OBTAIN A CERTIFICATE OF OCCUPANCY

1. All issued permits for the building or suite must be finalized including HVAC, Type I Hood systems if applicable, plumbing, sprinkler system, electrical, fire alarm, racking/shelving, security, and all other low voltage wiring permits.
2. Fire Marshal's office final approval.
3. Public Works final approval, including backflow devices and fats, oil and grease finals.
4. Public Works bonds such as Critical Areas, Right of Way, Stormwater Maintenance must be paid for in full.
5. Planning final approval including landscape requirements (may be able to post a bond depending on circumstances).
6. Final letter of approval from any involved special inspection/testing agencies.
7. Snohomish Health District approval for uses involving food handling, public swimming pools, etc., if applicable.
8. Labor & Industries Boiler approval for commercial occupancies, if applicable (contact their office for any requirements).
9. Labor & Industries Elevator approval, if so equipped.
10. All as-built plans must be submitted to the City by the Architect/Engineer of record with the appropriate stamps and a letter explaining all the changes for review and approval. Please be aware this may take as long as eight (8) weeks for our review and approval. Provide these final as-built plans as early as possible.

REMINDER

A business license must be obtained prior to opening for business. Applications are available at City Hall, Development & Business Services office, or online. Please allow 4-6 weeks for processing.

ACKNOWLEDGEMENT

I have read the above requirements to obtain a Certificate of Occupancy and understand that all the above items, as applicable, must be completed prior to occupying the building(s) or suite.

Signature of Applicant: _____

Date: _____

Please print name: _____