



CERTIFICATE OF OCCUPANCY APPLICATION

6100 219th Street SW, Suite 200
Mountlake Terrace, WA 98043
Phone 425.744.6267 Fax 425.775.0420
PermitSpecialist@ci.mlt.wa.us
www.cityofmlt.com

Permit# _____

Building Address _____

Business or Project Name _____

OWNER / AGENT CONTACT INFORMATION

| <u>OWNER</u> | |
|--------------|-----------------------------|
| Name | _____ |
| Address | _____ |
| City | _____ State _____ Zip _____ |
| Ph | _____ Fax _____ |
| E-mail | _____ |
| Contact Name | _____ |
| Ph | _____ Fax _____ |
| E-mail | _____ |

| <u>APPLICANT</u> | |
|------------------|-----------------------------|
| Name | _____ |
| Address | _____ |
| City | _____ State _____ Zip _____ |
| Ph | _____ Fax _____ |
| E-mail | _____ |
| Contact Name | _____ |
| Ph | _____ Fax _____ |
| E-mail | _____ |

Occupancy Group _____ (A,B,E,F,H,I,M,R,S, OR U)

Division _____ (1 through 7) Type of Construction _____

Description of Portion of Building to be Used for Occupancy _____

Area Square Footage _____ Number of Employees _____

No building or structure (other than Single Family Residence and Miscellaneous Structures) shall be used or occupied, and no change in the existing character, use or occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certificate of occupancy.

REMODELING REQUIRES BUILDING PERMIT APPLICATION

I certify to the best of my knowledge, the information provided on this application is true and correct.

Sign Owner / Agent _____ Date _____

Print Owner / Agent _____ Date _____

BUILDING DEPARTMENT USE ONLY

Occupancy Type _____ Occupancy Load _____

Use _____ Receipt Number _____

Total Fee \$ _____ Received By _____ Date _____

EXAMPLE FLOOR PLAN

- On your floor plan show size of area, exits, rooms, uses of areas (Scale 1/8" = 1").
- Dimension the length of walls, door widths, etc.
- Label proposed use(s) of each space.
- Calculate and label the square footage of each space (use area).
- Label which floor of the building the space(s) is on. Give Suite and Floor Number.
- If using only a part of a floor level, provide a drawing showing what portion of that floor is being used.

