



# CERTIFICATE OF OCCUPANCY APPLICATION

23204 58th Avenue W  
Mountlake Terrace, WA 98043  
Phone 425.744.6267  
[PermitSpecialist@mltwa.gov](mailto:PermitSpecialist@mltwa.gov)  
[www.cityofmlt.com](http://www.cityofmlt.com)

<b>FOR STAFF USE ONLY</b>	
Occupancy Type _____	Occupancy Load _____
Use _____	Receipt # _____
Total Fee \$ _____	
RECEIVED BY: _____ (Initials) DATE: ____/____/____	

**A Permit Contact Information Form, completed and signed, is required to accompany this application.**

Building Address: \_\_\_\_\_

Business or Project Name: \_\_\_\_\_

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 A BUILDING PERMIT AND ALL OTHER PERMITS ASSOCIATED WITH THE REMODEL**

I certify the information provided on this application is true and correct.

Owner / Agent \_\_\_\_\_ Date \_\_\_\_\_  
Print

Owner / Agent \_\_\_\_\_  
Signature

## 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.

