

DEVELOPMENT SERVICES DEPARTMENT
6000 Main Street SW
Lakewood, WA 98499
253-512-2266
permits@cityoflakewood.us

www.cityoflakewood.us

Occupancy Inspection Permit Checklist

Electronic submittals are required. Please submit the application here:

https://pals.cityoflakewood.us/palsonline/#/dashboard.

Use this checklist to help gather all of the required information and documents in order to submit a complete Occupancy Inspection permit.

Please note, incomplete applications will not be accepted.

GENERAL SUBMITTAL DOCUMENTS

Sub.	
	Completed Occupancy Inspection Permit Application form
	Floor Plan (with North arrow, address, and suite number)
	Operational Characteristics form

MINIMUM FLOOR PLAN DRAWING REQUIREMENTS

- ☐ Show all rooms. Specify the use and size of all rooms
- Show location, size, and door swing for all required exits.
- □ Provide egress plan.
- ☐ Plans shall be drawn in indelible ink.
- □ North arrow
- Address and suite number.
- ☐ All measurements should be in feet (example: 24 feet and 6 inches = 24.5'

^{*}Pierce County Sewer requires a sewer Pre-Treatment application be submitted. To view their requirements click here. To determine what type of Industrial User click here.

^{**}Additional Requirements may apply.



Commercial Building Permit Application

Community Development 6000 Main St. SW ☐ Lakewood, WA 98499 Phone (253) 512-2261 ☐ permits@cityoflakewood.us

Office	use	onl	۸.

Please refer to the Commercial building permit checklist for additional submittal requirements.

FILL	<u>OUT ALL AREAS – IF NO</u>	OT APPLICABLE, PLEASE	ENTER N/A
PROJECT NAME:			Parcel #:
PROJECT ADDRESS:		<u>'</u>	
TENANT:			Phone:
APPLICANT:			Phone:
Address (City, State, Zip):			E-Mail Address:
OWNER:			Phone:
Address (City, State, Zip):			E-Mail Address:
LENDING AGENCY:			Phone:
Address (City, State, Zip):			E-Mail Address:
CONTRACTOR*:			Phone:
Address (City, State, Zip):			License #: Exp. Date:
*Contractor must have a valid City of La	kewood business license e	ndorsement prior to doing w	vork in the City
During the plan review process	the building valuation will be	evaluated When necessary t	he value of construction will be updated.
□ New □ Addition □ Tenant Improvement □ New tenant □ Existing tenant	1 ST Floor (sq. ft.) _ 2 nd Floor: _ 3 rd Floor : _ Basement: _ Other: _		Customers Value: \$ Is the building sprinkled? □Yes □ No Occupancy group: Type of construction:
I hereby certify that the information provided accordance with the laws, rules, and regulat. Lakewood as to any claim incurred as a resu Owner- Print Name: Signature: Applicant -Print Name:	ions of the State of Washingto	on and the Lakewood Municipa - Date:	(Date must be within past 14 days)
Signature:			(Date must be within past 14 days)



7.

CITY OF LAKEWOOD COMMUNITY DEVELOPMENT DEPARTMENT HANDOUT #16

CHANGE OF OCCUPANCY / CHANGE OF USE OPERATIONAL CHARACTERISTICS DESCRIPTION

A description of operational characteristics is required for change of occupancy and other permits, as deemed necessary by Community Development Department staff. The operational description must

	the following information to be considered complete, use additional pages if necessary:				
1.	Description of proposed use (detailed business description).				
2.	Previous occupant use (if unknown, please locate this information with the property				
	manager or owner).				
3.	List changes that will be made to accommodate the proposed use, such as changes to the overall layout, building, plumbing, mechanical (heating/cooling/vents), and/or machinery, etc., including new, replacements, and/or repairs.				
4.	Type of products or services proposed to be available on the site.				
5.	Total square footage of the tenant space and total square footage of the building.				
6.	Proposed type of equipment/machinery to be used by the business or stored on site (i.e., office equipment, manufacturing equipment, construction equipment).				

Handouts and application forms may be revised without notice.

List any other tenants/businesses operating in the building. If available, provide suite numbers,

square footage of each tenant space, and type of business(es).

