



## CHANGE OF USE

### WHAT IS A CHANGE OF USE?

When a change in occupancy occurs—a retail space changes to a restaurant, an office changes to retail, or a home changes to an office—that is a change of use.

### WHY IS A PERMIT REQUIRED?

A permit is required for a change of use to allow the City to determine minimum building and life safety requirements, as well as Snohomish Land Use Code compliance for zoning use, on-site parking requirements and signage.

A separate building permit may also be required for any necessary modifications to the building, such as remodels or alterations.

### HOW DO I APPLY FOR A CHANGE OF USE?

To apply, you must submit a complete application package to the City of Snohomish Planning and Development Services Department, at 116 Union Avenue. The counter is open from 9:00 a.m. until 5:00 p.m., Monday through Friday. You may also call (360) 568-3115 to speak with a staff member.

### WHEN DO I NEED ARCHITECT- OR ENGINEER-STAMPED PLANS?

State law requires that if the building exceeds 4,000 square feet in total area, plans for your individual space must be prepared, stamped and signed by a Washington State Licensed Architect or Professional Engineer. It is highly recommended that you hire a design professional to assist you in preparing plans.

### WHAT ARE TYPICAL BUILDING CODE UPGRADES ASSOCIATED WITH A CHANGE OF USE?

Typical building code upgrades include but are not limited to: adding fire walls, remodeling, accessible parking spaces and toilet rooms, additional exit doors, and change of door hardware.

### WHO CAN PERFORM REMODELING WORK ON A COMMERCIAL BUILDING?

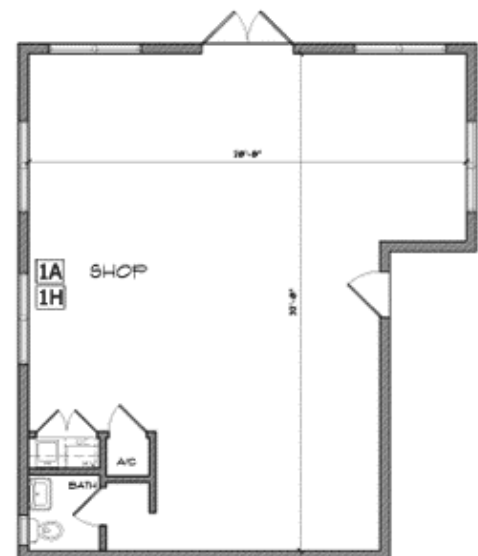
If the Change of Use permit requires building code upgrades, only building owners, full time maintenance personnel of building owners and State Licensed Contractors may perform work on a commercial building. A tenant or business owner may not perform permitted construction work on a commercial building.

### HOW IS OCCUPANCY GRANTED?

After the Change of Use permit is issued, building inspections must be conducted to ensure all codes are met. Once the final inspection is conducted and approved, the Building Official will issue your business a formal Certificate of Occupancy document that is required to be posted on the premises.

### CAN I DRAW MY OWN FLOOR PLAN?

Your floor plan and/or site plan does not have to be professionally drawn, unless otherwise required by the building permits that may be necessary for your scope of work. In most cases you may draw your own floor plan, as long as it is clear, and contains all the details required to complete the review.



Example of an acceptable floor plan



# CITY OF SNOHOMISH

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## CHANGE OF USE APPLICATION SUBMITTAL CHECKLIST

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ALL SUBMITTALS **MUST** BE COMPLETE

### ALL APPLICATIONS

- Change of Use Application  
\$50 application fee
  
- Two (2) copies of a **floor plan** with the following requirements:
  1. Drawn to scale
  2. North arrow, date of preparation and side address included
  3. All floors including basements shown
  4. All room dimensions shown, with the existing and proposed use of each
  5. Hall and stairway locations and required widths shown
  6. Door and window locations shown, including dimensions, door swing direction and hardware
  7. All ADA required fixtures and clearances shown
  8. Location of all plumbing and mechanical fixtures/equipment shown

### ADDITIONAL INFORMATION MAY BE REQUIRED, TO DETERMINE COMPLIANCE WITH APPLICABLE CODES

Additional requirements may include, but are not limited to the following:

- Parking plan, showing all off-street parking spaces for the business
- Diagram showing location of all display racks and shelving units
- Manufacturer cut sheets for shelving units

Please note, separate permits may be required for plumbing and mechanical fixtures, signage, and modifications to the building or tenant space.

If the property is located in the Historic District, separate review is required for all modifications to the exterior of the building, including signage.



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## CHANGE OF USE APPLICATION

Date:	File #:
Site Address:	
Zoning:	Property Tax #(s):
CHANGE OF USE FEE	

<input type="checkbox"/> \$50.00	Receipt #:	Staff Intake:
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### BUSINESS OWNER

Name:
Address:
City/State/Zip:
Phone:
Cell Phone:
Alternate Phone:
E-mail:

### PROPERTY OWNER

Name:
Address:
City/State/Zip:
Phone:
Cell Phone:
Alternate Phone:
E-mail:

### QUESTIONS

Business Name:			
Size of tenant space (Sq ft):			
Previous use of building or tenant space (if applicable):			
Provide a detailed description of the proposed use:			
Is there an existing fire alarm system?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NOT SURE
Is there an existing fire sprinkler system?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NOT SURE

If manufacturing, storage and/or production of items are part of the proposed use, please state in detail:  
(attach separate sheet if necessary)

The process used in the manufacturing and/or production:	<input type="checkbox"/> N/A
Items that are being manufactured, stored and/or produced and their commodity classification:	<input type="checkbox"/> N/A

Have you applied for a City of Snohomish Business License?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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PLEASE SIGN THE BACK SIDE OF THIS FORM



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**BUSINESS OWNERS:** By your signature below, you hereby certify under penalty of perjury of the laws of the State of Washington that the information submitted is true and correct and that you are authorized by the property owner(s) to act on their behalf

**PROPERTY OWNERS:** By your signature below, you hereby certify under penalty of perjury of the laws of the State of Washington that you have authorized the above business owner to make application and act on your behalf for this application

Signature of Business Owner

Printed Name

Date

Signature of Property Owner

Printed Name

Date

## FOR CITY USE ONLY INSPECTIONS / APPROVALS

**PLANNING:**

Approved  Not Approved  N/A

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

**BUILDING / FIRE:**

Approved  Not Approved  N/A

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

**ENGINEERING / PUBLIC WORKS:**

Approved  Not Approved  N/A

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

**OTHER \_\_\_\_\_:**

Approved  Not Approved  N/A

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Change of Use  
Issue Date:

C of O  
Issue Date: