



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?

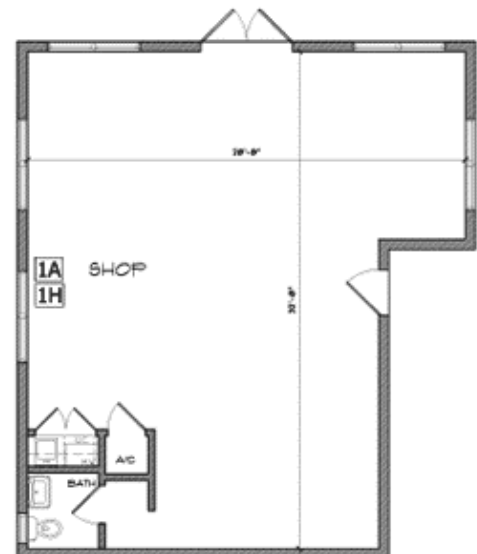
If the Change of Use permit requires building code upgrades, only building owners, full time maintenance personnel of building owners and State Licensed Contractors may perform work on a commercial building. A tenant or business owner may not perform permitted construction work on a commercial building.

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