

# Requirements for Occupancy

Below is a list of the most common requirements that need to be completed and approved by City staff before obtaining a Certificate of Occupancy. As each project is different and all requirements may not apply, please discuss the following items with your inspector and request a pre-occupancy inspection. The City of Lynnwood does not issue temporary Certificates of Occupancy.

## REQUIREMENTS TO OBTAIN A CERTIFICATE OF OCCUPANCY

1. All of the items from the “Requirements for Stocking” list must be completed.
2. All issued permits must be final for the building, including HVAC, Plumbing, Sprinkler System, Electrical, Fire Alarm, Security, and all other low voltage wiring permits.
3. Final Approval on racking and shelving permits.
4. Fire Department Final Approval.
5. Public Works Final Approval, including backflow devices and fats, oil and grease finals.
6. Public Works bonds such as Critical Areas, Right of Way, Stormwater Maintenance must be paid for in full.
7. Landscape final approval from Planning (may be able to post a bond depending on circumstances).
8. Final letter of approval from any involved special inspection/testing agency.
9. Snohomish Health District approval for uses involving food handling, public swimming pools etc.
10. Labor & Industries Boiler approval for commercial occupancies.
11. Labor & Industries Elevator approval, if so equipped.
12. All as-built plans must be submitted to the City by the Architect/Engineer of record with the Architect/Engineer’s stamps for review and approval. Electronic submittals are encouraged in addition to the required paper copies.

### REMINDER

A business license must be obtained prior to opening for business. Applications are available at City Hall, the Permit Center, or online. Please allow 4-6 weeks for processing.

### ACKNOWLEDGEMENT

I have read the above requirements to obtain a Certificate of Occupancy and understand that all of the above items, as applicable, must be completed prior to occupying the building(s) or suite.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name: \_\_\_\_\_