

## CERTIFICATE OF OCCUPANCY APPLICATION

When all approvals are received from each department’s inspector, the applicant is responsible for submitting this completed form to the City of Lynnwood Permit’s Division to obtain a Certificate of Occupancy. Please allow two weeks for processing.

**THIS STRUCTURE IS NOT TO BE OCCUPIED IN WHOLE OR IN PART PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY / TEMPORARY CERTIFICATE OF OCCUPANCY**

|   |   |
|---|---|
| <input type="checkbox"/> Certificate of Occupancy                 | <input type="checkbox"/> Replacement Certificate of Occupancy |
| <input type="checkbox"/> Temporary Certificate of Occupancy (TCO) | Duration for TCO:   |
| Date:   |   |
| Permit Number:  |   |

|   |                   |          |                  |
|---|-------------------|----------|------------------|
| Project Name:                                       |                   |          |                  |
| Tenant Name:  |                   |          |                  |
| Site Address:                                       |                   | Suite #: |                  |
| Occupant Group                                      | Occupant Load     |          | Sprinkler System |
| Type of Construction                                | Number of Stories |          |                  |
| Business Description or Use of Building Description |                   |          |                  |
|   |                   |          |                  |

|                    |                                |                                  |   |
|--------------------|--------------------------------|----------------------------------|---|
| Contact Person:    |                                |                                  |   |
| Contact Phone:     | Contact Email:                 |                                  |   |
| Contact Person Is: | <input type="checkbox"/> Owner | <input type="checkbox"/> Builder | <input type="checkbox"/> Designer <input type="checkbox"/> Other: |

|                |              |          |  |
|----------------|--------------|----------|--|
| Owner Name:    |              |          |  |
| Owner Address: |              | Suite #: |  |
| Owner Phone:   | Owner Email: |          |  |

|             |  |       |  |
|-------------|--|-------|--|
| Print Name: |  |       |  |
| Sign Name:  |  | Date: |  |

Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Certificates presuming to give authority to violate or cancel the provisions of this code or other ordinances of the jurisdiction shall not be valid. This document may be revised at any time without notice.