



COMMUNITY DEVELOPMENT DEPARTMENT  
80 Columbia Avenue, Marysville, WA 98270  
(360) 363-8100, (360) 651-5099 FAX

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## Certificate of Occupancy Process

Newly constructed buildings and existing buildings undergoing a change of use are required to have a Certificate of Occupancy issued by the City of Marysville before they can be occupied and used. To obtain a Certificate of Occupancy, you must first have final inspection approvals from each City Division recorded on the job record card issued as part of your building permit. **Please allow a minimum of 2-3 weeks for processing.**

These Divisions, with the telephone numbers to call for inspections are:

Engineering / Land Development: (360) 363-8100

Planning Division: (360) 363-8100

Building Department: (360) 363-8100

Fire Department: (360) 363-8500

Please do not call for a Certificate of Occupancy inspection before all the necessary final inspection approvals are recorded on the job permit card.

If the building inspector cannot verify that all final inspections have been approved by reviewing the job record card, the Certificate of Occupancy will not be issued. Therefore, to obtain your Certificate of Occupancy as quickly as possible, please make sure that all final inspection approvals are signed off on your job record card before calling for your Certificate of Occupancy.

Exception: **Residential Group R occupancy, IRC R110.1 and R105.2** Do not require a Certificate of Occupancy. **The inspection card is the final approval.**

If you are relocating or starting a business in an established structure, a Certificate of Occupancy permit is to be submitted. Please submit a completed building permit application and a City Business License application are to be submitted with two (2) floor plans showing the square footage, proposed uses, exits, and restrooms. A \$50.00 fee with a State Permti Fee of \$4.50 will be required to be paid at time of the C of O permit pick up. A final inspection is to be requested with the Building and Fire Department. Once permti is approved, your business license will be approved and a Certicficate of Occupancy will be issued within two (2) weeks.

Please contact our fornt counter staff at 360-363-8100 with any questions.