



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

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 Services: (360) 363-8100

Fire Department: (360) 363-8501 or 360-363-8506 Jerry Jacobsen

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