

EST.



1891

# MARYSVILLE

## WASHINGTON

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 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.** Single Family Residences 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 e-mail a completed building permit application with a floor plan showing the total square footage, square footage of proposed uses for each area, exits, exit signs, and restrooms. A \$50.00 fee with a State Permit Fee of \$25.00 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 the permit is approved and final inspection approved, a Certificate of Occupancy will be issued within two (2) weeks. Your business license will be approved at this time.

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