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## Change of Occupancy or Use

Planning and Development Services  
1812 Main Street/PO Box 257  
Lake Stevens, WA 98258  
(425) 377-3232 Fax (425) 377-3226

Changing the occupancy or use of a building requires that the site and the building comply with all current laws regulating land use and buildings, such as the building, zoning, fire, accessibility, and energy codes. This usually involves structural changes and/or additional fire protection; parking provisions; landscaping; and barrier free issues such as access to the building, restrooms, entry doors, service counters and parking. In some cases, the proposed use is simply not allowed at that location or requires such extensive modifications that the change may not be practical. This is most prevalent when a residence is changed to a commercial use or a commercial use to a hazardous one.

These legal requirements make it important to include a thorough analysis of the uses allowed and the alterations necessary when considering a change of use. Compliance with applicable codes will be verified by City officials before any permits or the required new Certificate of Occupancy is issued. You may wish to contact the Planning Services Division, the Fire Department and the Public Works Engineering/ Transportation Department for project specific details.

To provide an organized approach to a change of use, these procedures must be followed:

### **Procedures for Change of Occupancy or Use**

1. The proponent engages a person or firm familiar with the building and land use codes to inspect the building and prepare plans which show compliance with current codes. These plans may need to be prepared by a licensed architect or engineer, and must clearly show existing conditions and proposed alterations. A copy of "Minimum Submittal Requirements", listing details needed on the plans, is available from the Development Services Division.
2. The proponent requests in writing an approval for the proposed change of use, along with filing an application for a building permit, which is required in nearly all cases for the alterations. Four (4) complete sets of construction drawings and five (5) copies of a site plan must be included with each request /application.
3. City staff will then review the plans. When they have verified compliance with the various codes and appropriate fees have been paid, the building permit will be issued, authorizing the work to commence.
4. After inspections are done verifying code compliance, the City will issue a new Certificate of Occupancy, approving the building for occupancy with its new use.