



# APPLICATION FOR OCCUPANCY

## CITY OF LANGLEY

112 Second St./PO Box 366 Langley, Washington 98260 (360) 221-4245

Administrative review of this application for compliance with the Langley Municipal Code is a prerequisite for the approval of occupancy. If you have any questions about the information required, please consult with the City.

Respond to all elements of the application as completely and concisely as possible to help facilitate the review process.

Date: \_\_\_\_\_

Application Number: For Office Use Only
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Applicant: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Proposed Business: \_\_\_\_\_

City of Langley Business License Number: \_\_\_\_\_

Type of business and scope of operation (please be as specific as possible): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(If additional space is needed, please attach extra sheet)

What was the previous use of the space? \_\_\_\_\_

Are any physical changes proposed for the building? (Yes / No) If physical changes are proposed, a building permit will required for the project. Please contact the Building Official for further information.

Does the building have a fire alarm? (Yes/ No) Does the building have sprinklers? (Yes/ No)

Are any changes proposed for the exterior of the building? (Yes / No) If exterior changes are proposed, review by the Design Review Board will be necessary for the project. Please contact, the Planning Department for further information.

Is a sign proposed for the use? (Yes/ No) If a sign is proposed, a Sign Permit Application and review by the Design Review Board will be necessary for the project. Please contact, the Planning Department for further information.

*I certify that the information contained in and with this application is true and correct under the penalty of perjury by the laws of the state of Washington.*

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property owner's signature  
(if owner is not the applicant)

\_\_\_\_\_  
Date

**REQUIRED SUBMITTALS:**

- A completed and signed Application for Occupancy (please submit the original and six copies).
- A site plan to scale that shows the building and the existing and proposed parking spaces (seven copies).
- A floor plan (to scale) that indicates the overall floor area to be utilized for the business, and how the interior of the business will be designed (seven copies).
- Plans and/or a description of any modification to the structure necessary to accommodate the proposed use (seven copies).
- A payment of \$160 for Application for Occupancy review.

- The Application for Occupancy is approved \_\_\_\_\_.
- The Application for Occupancy is approved with conditions (attached) \_\_\_\_\_.
- Application for Occupancy is denied \_\_\_\_\_. See attachment for explanation.

By: \_\_\_\_\_  
City Planning Official

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Building Official

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Director of Public Works

Date: \_\_\_\_\_

*I/We, the applicants, agree to adhere to all of the regulations as set forth in the Langley Municipal Code and the attached conditions.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_