



# CITY OF LANGLEY

## APPLICATION FOR OCCUPANCY

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Administrative review of this application for compliance with the Langley Municipal Code is a prerequisite for the approval of occupancy. Please submit the fee and the original and five copies of the required submittals to begin the review. If you have any questions about the information required, please consult with the City.

### Section 1 – Required Submittals

- A Master Permit Application.
- A completed Application for Occupancy.
- A site plan to scale that shows the site, the building(s) and the existing and proposed parking spaces.
- 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.
- Plans and/or a description of any proposed structure or modification to a structure necessary to accommodate the proposed use.

### Section 2 – Fee

- A fee of \$500.00 for review of the application



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### Section 3 – Questionnaire

Name of 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)

Will the use occur in a new structure or are physical changes proposed for an existing building? (Yes / No) If a new structure or physical changes are proposed, a building permit will be 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)

Will the use occur in a new structure, or are changes proposed to the exterior of an existing building? (Yes / No) If the use occurs in a new structure or 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.