



CERTIFICATE OF OCCUPANCY APPLICATION

Permit # _____

CITY OF PORT ANGELES
Attn: Permit Technician
321 E. Fifth St., Port Angeles, WA 98362
(360) 417-4815 fax (360) 417-4711

FEES	
\$50	Certificate / Inspection
\$100	Parking Business Improvement Area (PBIA) fee charged for Downtown locations

PLEASE PRINT IN INK

Check one: New business in P.A.? Change of ownership only? Moving location from within P.A.? **Zoning** _____

BUSINESS NAME _____
Business address _____ Mailing address _____
Phone number _____ Opening date _____ Days & hours of operation _____
Business owner's name _____ Contact phone _____
Business owner's address _____
Brief description of business _____

Property owner's name _____ Contact phone _____
Property owner's address/contact _____

BUILDING DEPARTMENT phone 417-4815

<i>Bldg approval by</i> _____ <i>on</i> _____

Is the business a restaurant or bar that will seat 50 or more people? Yes No

Construction changes planned (moving walls, adding/enlarging windows or doors, roofing, siding, foundation work, adding/altering stairways, ramps, bathrooms, electrical, heating/cooling/ventilation systems, etc).

Work planned: _____

FIRE DEPARTMENT phone 417-4653

<i>Fire approval by</i> _____ <i>on</i> _____

Changes to a fire sprinkler system or fire alarm system? Yes No

Work planned: _____

PBIA (Parking Business Improvement Area - Downtown) phone 417-4623

Square footage of business? _____

<i>PBIA notified</i> _____ <i>on</i> _____
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Is business moving within the PBIA? Yes No

CITY CLERK phone 417-4634

<i>City Clerk approval by</i> _____ <i>on</i> _____

Second-hand dealer/pawnbroker business? Yes No

Will there be dancing at this business? Yes No

A City of Port Angeles Business License **is** required for:
Taxi, Peddlers, Second-Hand Dealer, Pawnbroker, Dance,
Hotel-Motel, Fireworks, Ambulance, and Tattoo Businesses.

COMMUNITY & ECONOMIC DEVELOPMENT phone 417-4750

Number of off-street parking spaces available for employees and customers? _____

(A parking plan may be required.)

Signs? (wall-mounted, freestanding, projecting, awning, A-frame, etc?)

Signs planned:

CEC approval by _____ on _____

PLEASE NOTE: NO flashing, intermittent, or chasing signs are permitted in the City of Port Angeles.

PUBLIC WORKS DEPARTMENT- ENGINEERING phone 417-4812

Is site work planned (new or re-located sewer or water service, excavation, grading or filling, work in City right-of-way, new driveway openings, site drainage, parking lots, downspouts, irrigation system backflow devices, etc.). Yes No

Work planned:

PWE approval by _____ on _____

PUBLIC WORKS WASTEWATER phone 417-4845

Will waste, other than domestic household waste, be discharged into the sewer system? Yes No
If yes, what will be discharged: _____

PWW approval by _____ on _____

Call for Certificate of Occupancy inspections BEFORE opening business.
Building Department Inspection 417-4815
Fire Department Inspection 417-4653

Please sign up for utility services at the cashiers' counter.

I hereby apply for a Certificate of Occupancy. I acknowledge that I have read this application and state that the information I have supplied is correct to the best of my knowledge. Incorrect information may result in revocation of permit.

Date _____ Print Name _____ Signature _____