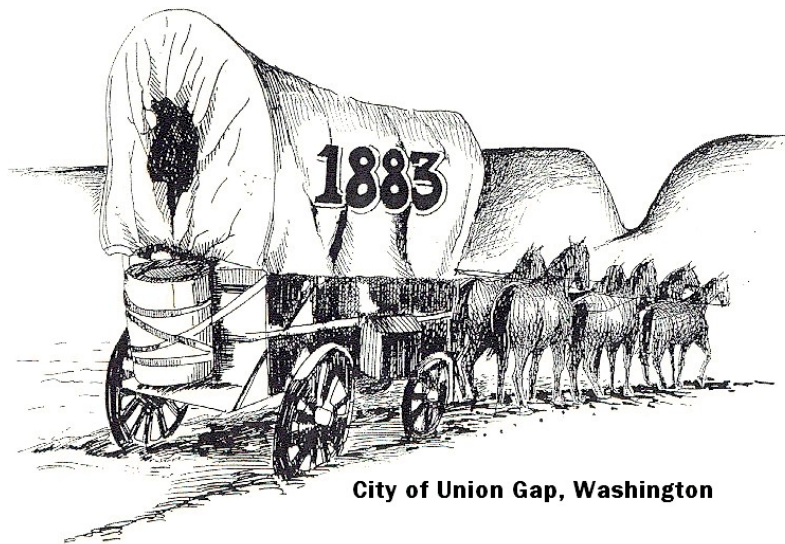


CITY OF UNION GAP



Guide to Change of Occupancy Permits

Background

The Building Code classifies how a building is used into different categories or “occupancies”. Whenever the use of any part of a building changes from one occupancy classification to another, then a *Change of Occupancy Permit* is required. For example, a change of occupancy is required to use a store building (an M occupancy) as a day care center (an E occupancy) or to enlarge the seating in a restaurant from less than 50 (a B occupancy) to more than 50 (an A-2 occupancy). When the occupancy of a building is changed, the Building Code requires that the building meet all current code requirements for that new use. That means that an old house (an R-3 occupancy) that is to be used as an office building must comply with the requirements for a new office building. A “Change of Occupancy” applies to the use of a building only, and should not be confused with any process required by the Zoning Code to change the use of a property. Building occupancy classifications address the impact of the building on the occupants of the building, whereas zoning use classifications tend to focus on the impact of the use on the surrounding properties.

Purpose

When a business wishes to locate in Union Gap, or relocate into an existing building or space a *Change of Occupancy Permit* is required *prior* to taking occupancy. The purpose of a change of occupancy permit is to ensure the business/proposed use is permitted at the proposed location. The Community Development Department ensures the business is permitted at the site, if the parking requirements can be met, and will ensure the business/proposed use can operate safely within the proposed building or space.

Limitations

A change of occupancy permit is limited to a business that wishes to move into an existing building or space “as is”. The business can perform cosmetic changes such as painting or new floor finishes, however there can be no alterations or additions of any type to the interior or exterior of the building. If an alteration or addition is planned by the business they must seek a registered architect when applicable and apply for a *Building Permit*. A change of occupancy permit is limited to a business that wishes to move into an existing building or space that was previously occupied by a similar use. If a business wishes to change existing signage or install a new sign, a *sign permit* will have to be obtained in addition to the change of occupancy permit.

Application Requirements

- Completion of an application form furnished by Community Development
- Three (3) sets of plans of sufficient clarity to indicate how the proposed business intends on utilizing the building or space. (*see plan requirements*)
- Three (3) copies of a site plan showing the exact location of the space to be occupied as well as the parking and common areas. The site plan submission requirement may be waived under certain circumstances.

Action on the Application

- The Community Development Department will examine the application and plans of the proposed change of occupancy within two weeks or ten working days.
- If the application and plans of the proposed change of occupancy conform to the building and zoning codes, the applicant is notified and a change of occupancy permit is issued. The applicant shall pick up one set of the approved plans and pay the permit fees.
- If the application and plans of the proposed change of occupancy do not conform to the building and zoning codes, the applicant is notified and the reasons for the disapproval will be given in writing.

Change of Occupancy Fees

- **\$66.75** Change of Occupancy and Plan Review Fee
- **\$29.78** Fire Department Review Fee
- **\$4.50** State Building Surcharge

These fees are collected once a permit has been issued and are not required at the time of the application.

Sign Permit Fees

- **\$51.35** Building Fee (for each sign)
- **\$4.50** State Building Surcharge

These fees are collected once a permit has been issued and are not required at the time of the application.

Inspections

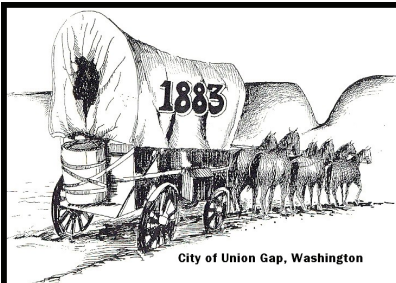
After a change of occupancy permit has been approved and issued. The business/applicant shall call 509.575.3638 to schedule an inspection of the building or space. *This inspection shall occur prior to the opening of the business.*

Have Questions or Need Help?

- If you have questions regarding building or zoning issues call 509.575.3638.
- If you have questions regarding fire code, alarm or sprinkler issues call 509.452.9607

Plan Requirements

Floor Plans – The floor plan shall be drawn to a scale and show all relevant information such as rooms and their designated use, doors, windows, display fixtures, counters, or cabinetry. Rooms, spaces, and aisles or exit passageways shall be dimensioned. (Please see the attached sample floor plan)



Application for Change of Occupancy

City of Union Gap
Community Development
102 W. Ahtanum Rd
Union Gap, WA 98903
Phone: 509.575.3638 Fax: 509.248.6494

GENERAL INFORMATION:

Date:	Permit #:	Parcel #:
Business Name:		Phone #:

NEW BUSINESS ADDRESS:

PREVIOUS ADDRESS:

APPLICANT:

Applicant:		Phone:	
Mailing Address:		Email:	
City:	State:	Zip:	Fax:

OWNER:

Applicant:		Phone:	
Mailing Address:		Email:	
City:	State:	Zip:	Fax:

BUILDING INFORMATION:

Gross Square Footage:	Stories Above Grade:	Stories Below Grade:
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Name and Description of Proposed Business:

Name and Description of Previous Business:

BUILDING USE CLASSIFICATION

☐ Assembly (A)
 ☐ Business (B)
 ☐ Educational (E)
 ☐ Factory/Industrial (F)
 ☐ High Hazard (H)
 ☐ Institutional (I)
 ☐ Mercantile (M)
 ☐ Residential R
 ☐ Storage (S)
 ☐ Utility (U)

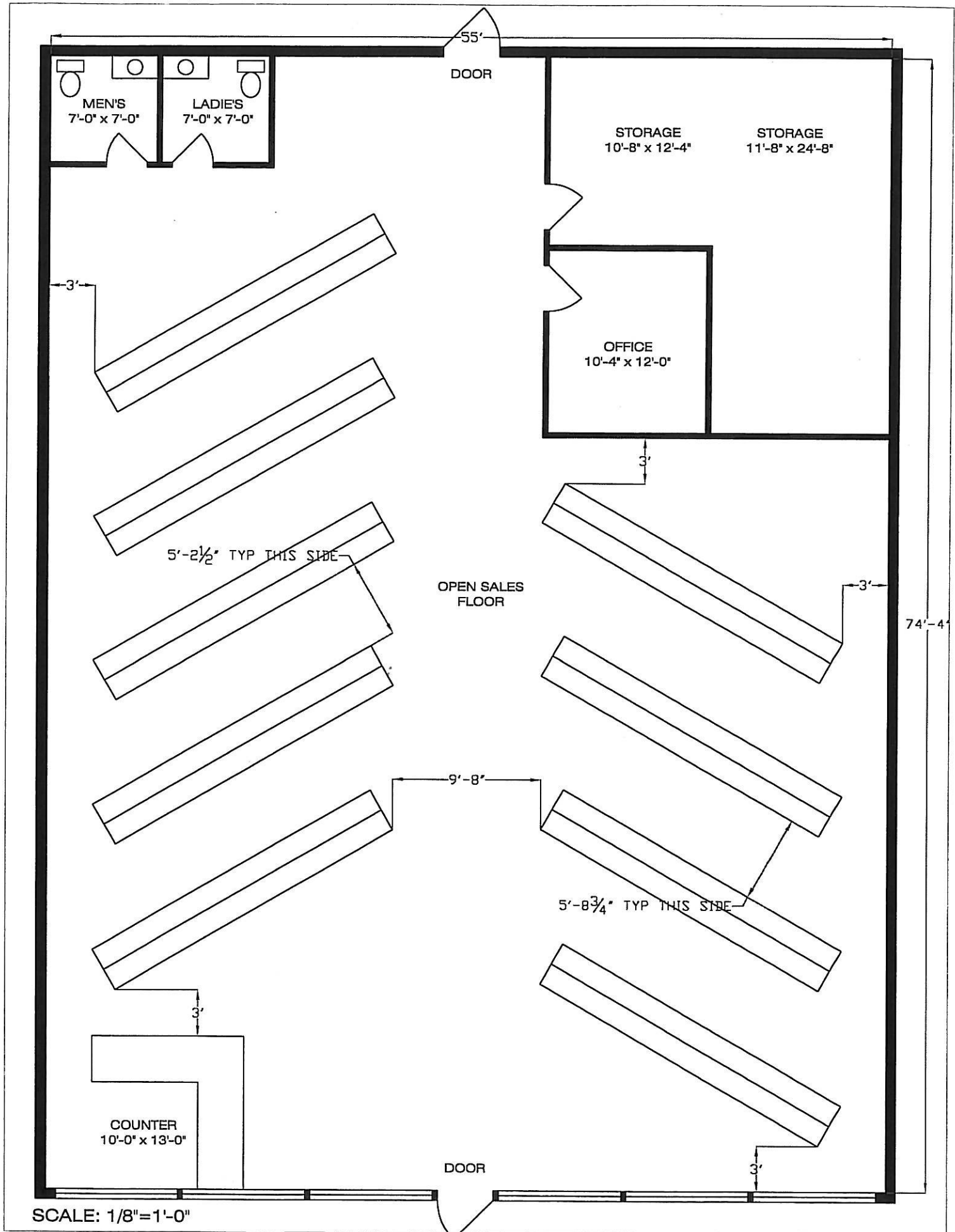
Does Building have a Fire Suppression System?	Yes:	☐	☐	No:	☐	☐
Does Building have a Fire Alarm System?	Yes:	☐	☐	No:	☐	☐
Will the proposed business be installing a new sign?	Yes:	☐	☐	No:	☐	☐
Will the proposed business be modifying an existing sign?	Yes:	☐	☐	No:	☐	☐

SIGNATURE:

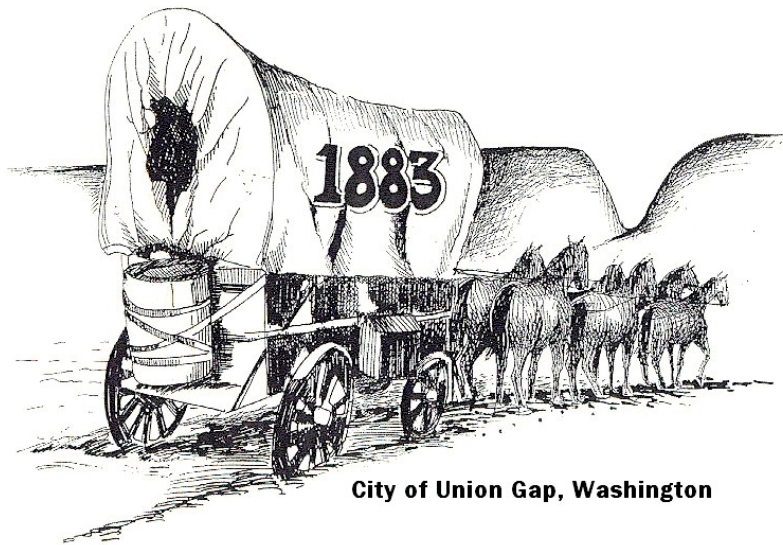
DATE:

NAME (Printed)

PLAY IT AGAIN RECORDS



CITY OF UNION GAP



City of Union Gap, Washington

Site Plan Checklist and Examples

SITE PLAN CHECKLIST & INSTRUCTIONS

In Order For Application To Be Determined Complete, A Site Plan Must Be Completed And Returned.

A Detailed Site Plan Is Required All site plans submitted in conjunction with your building permit application, land use application, and environmental application shall contain certain information and be approved by the appropriate Department. All information that is applicable to your proposal shall be checked off and clearly displayed on the site plan. It is in the applicant's best interest to provide a carefully drawn and scaled site plan with all required information. The decision on whether or not to grant approval of your development proposal is largely based on the information you provide. An application cannot be processed until an adequate site plan is submitted.

Please complete this checklist and include it with your site plan. The site plan must contain all pertinent information. Items not applicable to the proposed project shall be noted.

- 1) **Use Ink:** Use blue or black permanent ink. It may be helpful to draft the site plan in pencil then trace over in ink. Ink is necessary for adequate duplication.
- 2) **Use A Straight Edge:** All lines must be straight and done with the aid of a ruler or other straight edge. Use a compass when delineating circular drawings such as cul-de-sacs. Computer drafted site plans are acceptable.
- 3) **Draw To Scale:** Site plans shall be drawn to scale. The site plan template has a suggested map scale of one inch equaling twenty feet (1"=20'). Distances on the map must be as representative of reality as possible. For example, if the distance from a structure to a property line is 20 feet, the distance on the site plan will be 1 inch.
- 4) **Use Site Plan Checklist:** Use the site plan checklist and provide all applicable information on the site plan.
- 5) **Attach The Information Below To Your Site Plan:** Complete all information requested on the bottom of the site plan . If you use a different medium, provide the requested information on the alternative paper.

Note: You may benefit from the aid of a professional in the preparation of a site plan.

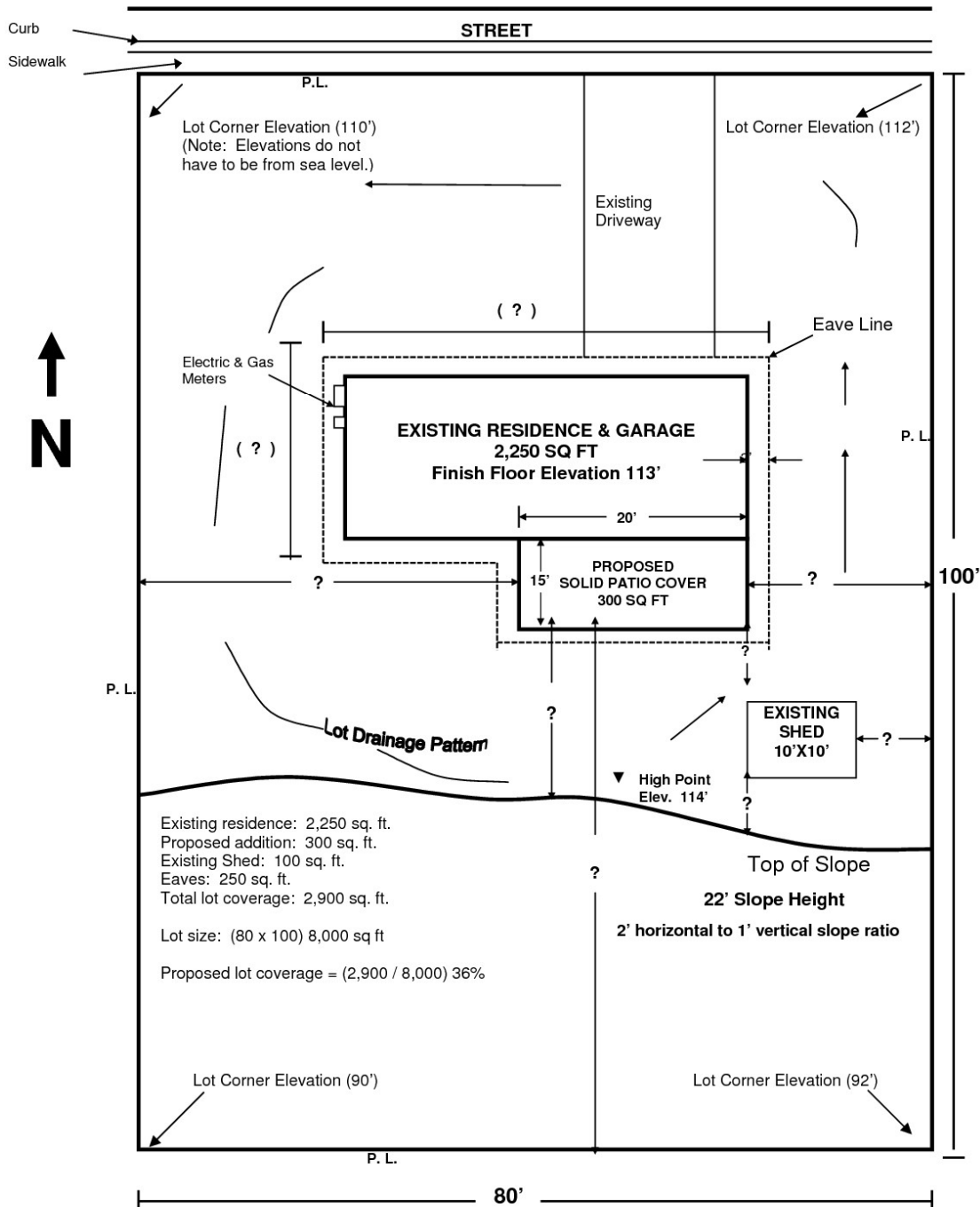
Check all boxes as: ☒ Included or ☐ - Not Applicable

☐	The site plan shall be legibly drawn in ink on paper of sufficient size to contain the required information, but not less than 8.5" X 11"
☐	All site plans shall be drawn to a standard engineering scale and indicated on the site plan. The scale selected shall best fit the paper.
☐	Site address, parcel number(s) and zoning designation of subject property.
☐	Property boundaries and dimensions.
☐	Names and dimensions of all existing streets bounding the site.
☐	Dimensions, location and use of proposed and existing structures including loading docks.
☐	Structure setbacks.
☐	North Arrow.
☐	Lot coverage with calculations shown on site plan.
☐	Location and size of any easements.
☐	Location and type of existing and proposed landscaping including landscaping within the public right-of-way.
☐	Location and size of existing and proposed side sewer and water service lines.
☐	Adjacent land uses and zoning designations.
☐	Location and size of all parking spaces shown on the site plan.
☐	Location and dimensions of proposed or existing driveway approaches.
☐	Vision clearance triangles at street intersections and where driveways and curb cuts intersect with streets.
☐	Location and size of proposed or existing signs.
☐	Location and size of required site drainage facilities including on-site retention.
☐	Location, type, and description of required sitescreeening.
☐	Location and size of existing or proposed public sidewalks that are within 200-feet of the subject property.
☐	Proposed improvements located within the public right-of-way.
☐	Name, address, phone number, and signature of the owner or person responsible for the property.

Note: Community Development or reviewing official may require additional information to clarify the proposal, assess its impacts, or determine compliance with the Union Gap Municipal Code and other laws and regulations.

Residential Example

PLOT PLAN EXAMPLE



Property Owner Name:

Job Address:

Phone Number:

Drawn By:

[illegible]