



# CHANGE OF USE/OCCUPANCY CONVERSION CHECKLIST

## CHANGE OF USE/OCCUPANCY PROCEDURES

If a building has had no known record of occupancy similar to the type of business being proposed within the structure, the applicant will need to apply for a “Change of Use/Occupancy”.

- Please fill out the Change of Use/Occupancy permit online. The change of use/occupancy is approximately \$350.00, we accept checks or cash.
- City Staff will schedule an inspection with the Building Official, Electrical Inspector, and Fire Marshal to determine if there are code changes that are needed in order to occupy the building.
- When a Change of Use/Occupancy occurs, City zoning code requires it goes through the Land Use Review process.
- In some cases, the Land Use Review process can be waived by the Site Plan Review Committee (SPRC) if the site already complies with zoning requirements.
  1. We can provide you with additional information, if the Land Use Review process will be needed.
  2. **After the “Change of Use/Occupancy” inspection**, it will be determined if the Land Use Review process is needed.
- If the building is located within the Downtown Design Review District and there are building exterior changes, the applicant will want to discuss those changes with a City Staff.
- If a sign is proposed, it will require a permit, and the applicant will want to discuss those changes with a City Staff.
- After the inspections are complete, if code improvements are needed because of the proposed change of use/occupancy, applications to be applied for on the City of Olympia’s permit portal.
- Fire system plans of alarm system and sprinklers may also be required.
- After review of these plans for compliance with the code, a permit is issued and construction improvements may commence. Inspection of the work will occur and a record will be created indicating compliance.
- When all the work is completed and approved, a Certificate of Occupancy will be mailed to the location indicating that the building now meets the requirements for the new proposed use.

## **General Information Needed to Fill in the Online Application**

- A. Chang of Use Description of Work
- B. Project title
- C. Current Property Owner
- D. Tenant Number/Name
- E. Change of Use Construction Type
- F. Space Square Footage
- G. Current Use
- H. Number of Parking Spaces
- I. Fire Alarm Existing

J. Primary Contact Name, Phone, Address, and Email Address

**Other Permits May Be Required for New Occupancy Type**

- Mechanical Permit: Energy and ventilation code compliance information shall be included in the mechanical permit information submittal.
- Plumbing Permit: Plumbing riser diagrams are required for all food service tenants and tenants with banks of fixtures. Tenants with plumbing serving only a restroom group (two) need not provide a riser diagram.
- Sprinkler System - Install / revise.
- Fire Alarm System - Install / revise.
- Sign and Awning Permit
- Electrical Permits are obtained / required from the City of Olympia.

**Submittals**

- Existing Floor Plan
- Proposed Floor Plan