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## Instructions for Certificate of Occupancy Permit

This submittal checklist identifies minimum application elements necessary for the City to accept an application.

Addresses must be assigned to projects for permits to be approved. If your site does not have an address, contact the MLT Permit Specialist ([permitspecialist@mltwa.gov](mailto:permitspecialist@mltwa.gov)) ASAP to have an address assigned.

Application fees will apply. Any additional fees are due at issuance of permit.

Use the following examples for naming your application documents. Please note the difference between initial submission and subsequent submissions.

Initial Application Submittal Naming: Document Type, YYYY.MM.DD

Example: Building Plans 2024.08.30

Subsequent submittals: Submittal Number, Permit Number, Document Type, YYYY.MM.DD

Examples: 1S BLD-R24-00000 Building Plans 2024.12.17

2S BLD-R24-00000 Building Plans 2025.02.17 and so on...

The first submittal documents will not have the permit number yet. However, please upload all documents using the correct naming conventions except for the permit number.

Failure to follow required naming convention will result in delays.

A staff person will confirm against the checklist below that all items are included in the submittal package. *If you think an item is not applicable to your project, you must contact the Department prior to submitting your application documents.* A preapplication conference is strongly recommended if you believe items on this checklist should be waived.

**Complete the any additional fields located within the online ETrakit form as well as attaching all required submissions below electronically.**

**Certificate of Occupancy Permit Submittal Required Attachments:**

## ☐ FLOOR PLAN

**Minimum Scale:** 1/8" = 1'

**File Name Example:** S1 BLD-R24-00000 Floor Plan 2024.10.17

**Must Include:**

Must be at a scale of 1/8" = 1' and include:

- Show the size of area, exits, rooms, uses of areas. Dimension the length of walls, door widths, etc
- Label proposed use(s) of each space
- Calculate and label the square footage of each space (use area).
- Label which floor of the building the space(s) is on. Give Suite and Floor Number.
- If using only part of a floor level, provide a drawing showing which portion of that floor will be used.
- Label all components for exiting i.e., stairs, ramps, platforms, lifts and elevators

## ☐ GENERAL BUSINESS LICENSE

**Minimum Scale:** N/A

**File Name Example:** S1 BLD-R24-00000 General Business License 2024.10.17

**Must Include:**

- A General Business License must be obtained as a part of this permit process and prior to being granted occupancy. Go to [secure.dor.wa.gov](https://secure.dor.wa.gov) to apply for one. You will then upload proof of the license to your permit once granted.