



**COMMERCIAL
CHANGE OF USE
PERMIT**

510-B Pioneer Street/PO Box 608
Ridgefield, WA 98642
Tel: 360.887.3908
Fax: 360.887.2507
www.ridgefieldwa.us

OFFICE USE ONLY

PERMIT NUMBER

FOR CHANGE OF USE WITH TENANT IMPROVEMENTS - REFER TO COMMERCIAL TENANT IMPROVEMENT APPLICATION PROVIDE LINK

☐ CHECK HERE CONFIRMING YOU HAVE VERIFIED WITH [CLARK-COWLITZ FIRE RESCUE \(CCFR\) COMMUNITY RISK REDUCTION DIVISION](#) IF REVIEW IS REQUIRED FOR YOUR PROPOSAL.

☐ YES, REQUIRED

- RECEIPT FOR SUBMITTAL AND PAYMENT TO CCFR IS REQUIRED PRIOR TO PLAN REVIEW

☐ NO, NOT REQUIRED

A. CONTACT INFORMATION:

APPLICANT:

☐ Check box if primary contact

Contact Name: _____

Company: _____

Address: _____

City, State, ZIP: _____

Phone: _____ Email: _____

Signature: _____

PROPERTY OWNER:

☐ Check box if primary contact

Contact Name: _____

Company: _____

Address: _____

City, State, ZIP: _____

Phone: _____ Email: _____

Signature: _____
(Signature or a letter of authorization from the owner required)

B. SITE/BUILDING INFORMATION:

PROPERTY INFORMATION

Site Address: _____ Suite #: _____ Parcel #: _____

Project Name: _____

Development Name: _____ Phase: _____ Lot #: _____

Narrative Describing the Proposed Work: _____

Total Square Footage: _____

Breakdown of Occupancy Type & Construction Type: [Pursuant to 2021 IBC Chapter 3 Occupancy Classification](#)

Current Occupancy Type (if known): _____ Construction Type: _____ SF: _____

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Proposed Occupancy Type: _____ Construction Type: _____ SF: _____

Proposed Occupancy Type: _____ Construction Type: _____ SF: _____

Proposed Occupancy Type: _____ Construction Type: _____ SF: _____

Utilities: Public Water/meter size: _____ ☐ Private Well ☐ Public Sewer ☐ Septic System

Type of Heat: ☐ Electric ☐ Gas ☐ Other: _____

SUBMITTAL CHECKLIST:

1. Application
2. Clark Cowlitz Fire Rescue proof of submittal and payment receipt
3. Traffic Impact Analysis or Traffic Generation Letter from Washington licensed Traffic Engineer.
4. City of Ridgefield business license from Department of Revenue
5. Clark Cowlitz Fire & Rescue approval letter

It shall be the responsibility of the applicant to apply for any necessary concurrent reviews and payment of associated fees

from the following agencies:

1. Clark Cowlitz Fire & Rescue
2. Clark Regional Wastewater District via phone number at 360.750.5876. CRWWD is the purveyor of public sewer for the City of Ridgefield. Sewer ERU fees are paid directly to the agency.
3. Public Health | Clark County
4. Clark Public Utilities

PRIOR TO BUILDING PERMIT ISSUANCE ACKNOWLEDGEMENT CONFIRMATION

☐ **I confirm that I am aware this permit cannot be issued until Clark-Cowlitz Fire Rescue (CCFR) approves their separate review for this proposal. It is the applicants responsibility to coordinate directly with CCFR on their review and to upload a copy of their Approval Letter to the permit via the city [permit portal](#)**

Contact Information:
firemarshal@clarkfr.org
CRR Division @ 360-887-1684

FEES: Plan check fees must be paid prior to review. Payment can be paid via permit portal or make check payable to City of Ridgefield. There may be additional fees related to outside consultant reviews. These fees will be applied to the permit with payment due at the time of permit issuance or Certificate of Occupancy, or when received by the outside consultant.

By affixing my signature hereto, I certify under perjury under penalty of perjury that the information furnished herein is true and correct to the best of my knowledge and that I am the owner of the premises where the work is to be performed or am acting as the owner's authorized agent. I further agree to hold harmless the City as to any claim (including costs, expenses and attorney's fees incurred in investigation of such claim) which may be made by any person, including the undersigned, an filed against the City, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as a part of this application. The building official may, in writing, suspend or revoke a permit issued under the provisions of this code whenever a permit is issued in error or on the basis of incorrect information supplied, or in violation of any ordinance or regulation or any of the provisions of this code.

Signature of Owner/Authorized Agent

Date

Print Owner's or Authorized Agent's Name