



OCCUPANCY INFORMATION REQUESTS

Governor Inslee’s Business Activity Guidelines published in response to the COVID-19 pandemic have resulted in the Development Services Department receiving a number of requests for occupancy information for existing structures. This document has been created to assist us in responding to these requests.

Building occupancies and occupant loads are calculated and established by the Building Official when a Certificate of Occupancy is granted for new uses or structures. The occupant load of a structure is often a function of the square footage, layout, and use within that structure.

The Development Services Department has copies of most Certificates of Occupancy for properly permitted new structures or uses permitted after 1970, when the City’s Building Department was first established. It is unlikely that the City will have a Certificate of Occupancy on file for uses established and/or structures that were built before 1970.

Please fill out **PART 1** of this form and email the completed form to: PermitTech@mountvernonwa.gov Our staff will search our records for a Certificate of Occupancy and associated occupant load information for you. If we don’t have this information on file you will need to complete **PART 2** of this form before we can provide occupancy and occupant load information to you.

PART 1

YOUR NAME:			
TELEPHONE:		CELL:	EMAIL:
BUSINESS NAME YOU ARE SEEKING INFORMATION ON:			
ADDRESS OF STRUCTURE YOU ARE SEEKING INFORMATION ON:			
PARCEL NUMBER OF STRUCTURE YOU ARE SEEKING INFORMATION ON:			

1. CHECK ALL OF THE CATEGORIES THAT BEST DESCRIBE THE UTILIZATION OF THE STRUCTURE YOU ARE INQUIRING ABOUT. YOU CAN CHECK MORE THAN ONE ITEM LISTED BELOW. YOU CAN ALSO CHECK ‘OTHER’ AND PROVIDE INFORMATION TO US.

- | | | |
|---|--|--|
| <input type="checkbox"/> Theater
<input type="checkbox"/> Banquet Hall
<input type="checkbox"/> Night Club
<input type="checkbox"/> Restaurant
<input type="checkbox"/> Taverns and Bars
<input type="checkbox"/> Art Galleries
<input type="checkbox"/> Church

<input type="checkbox"/> Animal Hospitals, Kennels and Pounds
<input type="checkbox"/> Warehouse

<input type="checkbox"/> Community Hall
<input type="checkbox"/> Motor Vehicle Repair Garages
<input type="checkbox"/> Banks
<input type="checkbox"/> Barber and Beauty Shops
<input type="checkbox"/> School or Educational Facility | <input type="checkbox"/> Carwash
<input type="checkbox"/> Clinic – Outpatient
<input type="checkbox"/> Dry Cleaner
<input type="checkbox"/> Electronic Data Processing
<input type="checkbox"/> Laboratories, testing and research
<input type="checkbox"/> Motor Vehicle Showrooms
<input type="checkbox"/> Print Shops

<input type="checkbox"/> Professional Services (architects, attorneys, dentists, doctors, engineers, etc)

<input type="checkbox"/> Retail or Wholesale Stores
<input type="checkbox"/> Sales Rooms
<input type="checkbox"/> Bakery
<input type="checkbox"/> Upholstering
<input type="checkbox"/> Woodworking (cabinets, etc) | <input type="checkbox"/> Department Store
<input type="checkbox"/> Drug Store
<input type="checkbox"/> Market
<input type="checkbox"/> Gas Station
<input type="checkbox"/> General Office (a place providing services other than production, distribution, sale, or repair of goods of commodities)
<input type="checkbox"/> Other – describe below: |
|---|--|--|

2. DESCRIBE IN YOUR OWN WORDS ALL OF THE USES WITHIN THE STRUCTURE YOU ARE INQUIRING ABOUT:

3. PROVIDE ANY ADDITIONAL INFORMATION YOU THINK OUR BUILDING OFFICIAL SHOULD KNOW ABOUT THE USE AND/OR STRUCTURE YOU ARE INQUIRING ABOUT BELOW:

PART 2

Do not provide the information requested under PART 2 until City Staff requests this information from you. The PART 2 information is only necessary when the Development Services Department does not have records for the occupancy and/or occupant load for the structure or use you are inquiring about.

1. PROVIDE THE SQUARE FOOTAGE INFORMATION REQUESTED BELOW. IF THE CITY DOES NOT HAVE THE SQUARE FOOTAGE INFORMATION REQUESTED BELOW YOU WILL NEED TO HAVE THE BELOW-LISTED AREAS MEASURED. THE CITY IS NOT ABLE TO ASSIST YOU WITH THE INFORMATION YOU ARE REQUESTING WITHOUT THIS INFORMATION.

AREAS	USE AND DESCRIPTION	GROSS SQUARE FOOTAGE
1 st Floor, Room A:		
1 st Floor, Room B:		
1 st Floor, Room C:		
1 st Floor, Room D:		
1 st Floor, Room E:		
1 st Floor, Room F:		
2 nd Floor, Room A:		
2 nd Floor, Room B:		
2 nd Floor, Room C:		
2 nd Floor, Room D:		
2 nd Floor, Room E:		
2 nd Floor, Room F:		
List Other Areas Below:		

To assist you in completing this table we have provided an example below completed for a restaurant:

AREAS	USE AND DESCRIPTION	GROSS SQUARE FOOTAGE
1 st Floor, Room A:	Seating area for customers occupied with 12 tables 52 chairs, and 3 booths	1,240 s.f.
1 st Floor, Room B:	Commercial Kitchen with a range, 3-compartment sink, food warming area, commercial refrigerator, and a Type 1 hood	700 s.f.
1 st Floor, Room C:	Storage Area for paper goods and non-perishable foods	300 s.f.
1 st Floor, Room D:	2 bathrooms each with a sink and toilet	200 s.f.
1 st Floor, Room E:	Waiting Area	400 s.f.

2. **SUBMIT A FLOOR PLAN THAT ACCURATELY LISTS THE USE FOR EVERY SPACE WITHIN THE STRUCTURE YOU ARE INQUIRING ABOUT. THE FLOOR PLAN NEEDS TO MATCH THE SQUARE FOOTAGE INFORMATION YOU PROVIDED UNDER QUESTION #1 ON PART 2 OF THIS FORM.**

THE CITY IS ASKING YOU TO PROVIDE THIS INFORMATION BECAUSE WE DO NOT HAVE IT ON FILE. THIS MEANS YOU WILL NEED TO CREATE THIS DOCUMENT.

THE CITY IS NOT ABLE TO ASSIST YOU WITH THE INFORMATION YOU ARE REQUESTING WITHOUT THIS INFORMATION.

BELOW IS AN EXAMPLE OF THE LEVEL OF DETAIL REQUIRED ON THE FLOORPLAN YOU PROVIDE TO US.

EXAMPLE FLOOR PLAN

