



CHANGE OF USE APPLICATION

Liberty Lake Planning, Engineering & Building Services
 22710 E Country Vista Drive, Liberty Lake, WA 99019
 Phone: (509) 755-6704 Fax: (509) 755-6713
 Website: www.libertylakewa.gov
 Email: permitcenter@libertylakewa.gov

Along with this application please provide electronic files of the following:

- Site plan, building plans, and other supporting documentation
- Any applicable building, plumbing, mechanical, site improvement & right of way permit applications

All businesses which perform work in the City must have a current Business License. If the business is located outside of the City, the license must have a City of Liberty Lake Endorsement.

Applicant #1 Name:	
Email:	Phone:
Address:	City, State, Zip:
Signature:	
Applicant #2 Name:	
Email:	Phone:
Address:	City, State, Zip:
Signature:	
Property Owner #1 Name:	
Email:	Phone:
Address:	City, State, Zip:
Signature:	
Property Owner #2 Name (if more than two property owners attach additional info/signature sheets):	
Email:	Phone:
Address:	City, State, Zip:
Signature:	
Site Specific Information	
Project Address:	Assessor's Tax Parcel:
Estimated Value of Project:	Estimated Sq Ft:
Existing Use of Property:	Proposed Use of Property:
Current Building Occupancy Classification:	Proposed Building Occupancy Classification:
Project Description: (please describe in detail the scope of work & proposed modifications)	
Does the building currently have a fire alarm system? Yes No (If yes, what type of alarm system?)	
Is the building currently sprinkled? Yes No	Do you plan on sprinkling the building? Yes No
Special Inspections Required? Yes No (If yes, please provide the Statement of Special Inspections document)	

2020 Fee Schedule

PLEASE MAKE CHECKS PAYABLE TO THE CITY OF LIBERTY LAKE	CHANGE OF USE / CERTIFICATE OF OCCUPANCY MODIFICATION	\$ 50.00
	+ TECHNOLOGY & PROCESSING FEE	\$ 40.00
	TOTAL PERMIT FEE DUE	\$90.00

The permit becomes null and void if work or construction authorized by the permit is not commenced within 180 days of issuance or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced, unless an extension is granted. Issuance of this permit does not give the authority to violate any federal, state, or local laws or ordinances, or the building code regulating construction. Separate permits (building, plumbing, mechanical, sewer, water connection, electrical, etc.) may be required for work performed on this site. Additional permits /plans may be required prior to Certificate of Occupancy issuance. Contact SRCAA at 509-477-4727 and/or visit www.spokaneleanair.org to ensure compliance with air quality regulations. The applicant shall be responsible for obtaining additional permits/approvals from affected agencies. By checking the box below, I certify that I have read and understand all of the conditions contained herein and I have the authority to sign on behalf of the applicant. Additionally, I certify that my signature included on the permit, if done by electronic means, provides the same understanding and authority as if I had signed the permit in person or writing.

Required Signatures

BY SIGNING BELOW (WITH ELECTRONIC SIGNATURE OR PHYSICAL SIGNATURE), I ACKNOWLEDGE THAT I HAVE READ AND ACCEPTED THE REQUIREMENTS LISTED ABOVE. I FURTHER ACKNOWLEDGE THAT AS THE APPLICANT/PERMITEE I AM THE PROPERTY OWNER OR HAVE FULL PERMISSION AND AUTHORITY TO REPRESENT THE PROPERTY OWNER IN THIS PROJECT AND CARRY OUT THE WORK SPECIFIED IN THE PERMIT. I GIVE PERMISSION FOR USE OF MY ELECTRONIC SIGNATURE ON THE PERMIT AND I ACKNOWLEDGE, UNDERSTAND AND AGREE TO THE TERMS DESCRIBED ON THIS APPLICATION.

Property Owner's Signature

Printed Name

Date

Applicant's Signature

Printed Name

Date