



OCCUPANCY PERMIT

Certificate of Occupancy

All businesses within the city limits require a City of Bremerton Business License and a Certificate of Occupancy.

An occupancy permit may be used to change the name of a business or change the ownership of an existing business. The occupancy permit may also be used for occupancy of an existing building or space when the business use is Group B business office or professional service (such as a beauty shop), or the business use is Group M retail sales store, and the business use is the same as the previous business use with no change in configuration of the space. Inspections are performed by the Building Department, Fire Department and Water Department before the Certificate of Occupancy is issued.

A building permit is required for occupancy of a building or tenant space, alterations, additions, major repairs, interior demolition, any plumbing or mechanical work, installation of storage racks or other review.

Any questions about whether an Occupancy Permit or Building Permit is appropriate may be answered by contacting the Department of Community Development at 360-473-5287, Monday through Thursday 8:00 – 5:00.

Inspections

When the occupancy permit is issued, you may start calling for your inspections from the Building Department, Water Department, and Fire Department. Be sure to give your permit number, the address, and the date you want the inspection. The business must be available to inspect that day and we do **not** call to schedule a specific time. A reinspection fee may be assessed if the inspector is at the site and cannot gain access.

Building Inspection	473-5870
Fire Inspection	473-5386
Water Department	473-5927

Occupancy Permit

The occupancy permit application is submitted to the Department of Community Development (DCD) to identify the business, the type of business, and the property address.

The permit application may be obtained in the DCD office or downloaded at www.ci.bremerton.wa.us. Provide at least two sets of plans with your permit submittal. Plans should be drawn to scale or provided with accurate dimensions, have each room labeled as to use, with locations of furnishings, doors, windows, sales racks, etc.

Please answer the following questions and submit with the application. A **No** answer to any of the questions indicates a more formal plan review may be necessary.

The permit application, floor plan, fee and answers to the questions must be submitted at the time of application.

Yes	No	
		Was a Certificate of Occupancy issued by the city for the building or space previously? Name: _____
		Is the previous business that occupied the space the same type of business that is proposed? (Business office to business office, retail sales to retail sales)
		Has the building/space been vacant for less than a year?
		Will the plumbing, mechanical, and gas systems remain the same?
		Will sinks, toilets, foot baths, exhaust fans, etc., be added or changed out?
		Is there or will there be any change to the structure, such as new walls, taking down walls, installing new door, installing storage racks, etc.?
		Is the business a minor hazard with little or no combustible/flammable liquids, gases, or other hazardous materials?