



CHANGE OF USE APPLICATION
Liberty Lake Community Development Department
 22710 E Country Vista Drive, Liberty Lake, WA 99019
 Phone: (509) 755-6704
 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 Name:	
Email:	Phone:
Address:	City, State, Zip:
Property Owner #1 Name:	
Email:	Phone:
Address:	City, State, Zip:
Property Owner #2 Name: (if more than two property owners attach additional info/signature sheets)	
Email:	Phone:
Address:	City, State, Zip:
Contact Name:	
Email:	Phone:
Address:	City, State, Zip:

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? If yes, what type of alarm system?	Yes No
Is the building currently sprinkled?	Yes No
Do you plan on sprinkling the building	Yes No
Special Inspections Required? (If yes, please provide the Statement of Special Inspections document)	Yes No

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.

Signing this application is acknowledgement of agreement to pay fees based upon the City's latest approved Fee Schedule. Invoices will be sent 30 days, 60 days, and 90 days after the permit is ready for issuance, unless otherwise stated. Any balance on the account for this project that is not paid within 90 days of the invoice date may result in legal action or the initiation of other collection procedures. Land use permits, infrastructure permits, and other Zoning, Land Use & Subdivision applications will require the associated fees to be paid up front.

Required Signatures
<p>By signing below (with either electronic or physical signature), I acknowledge that as the applicant 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 on the permit. Additionally, I certify that my signature included on this application, if done electronically, provides the same understanding and authority as if I had signed the application in person or in writing. I acknowledge that a minimum of 24 hrs. notice is required for all inspection requests. I give permission for use of my electronic signature on the permit, and I acknowledge, understand, and agree to the requirements and terms described on this application.</p>

Applicant's Signature	Printed Name	Date
<p>The below signed property owners certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we are all of the legal owners of the property described above and designate the above listed Applicant to act as our agent with respect to this application.</p>		

Property Owner's Signature	Printed Name	Date