



New Tenant Occupancy Request Form

Date: _____

To be filled out by owner: (Port Official)

1. Building address (including suite or room, etc.):

Street Address: _____

City: _____ Suite Bldg Room # _____

2. Owners name, address and phone number:

Name: ___ Port of Skagit County _____

Address: ___ PO Box 348 / 15400 Airport Drive; Burlington, WA 98233 _____

Phone No: 360/757-0011 Contact person: _____

3. Does this building have fire sprinklers? Y / N (circle one)

4. Total square footage to be occupied by proposed tenant: _____

5. Description of previous use of building, suite, etc.:

Provide a sketch at a usable scale of the building showing the area to be occupied by new tenant and the other tenants in the building. (Attach sketch to form)

TO BE FILLED OUT BY NEW TENANT:

1. Name of new tenant and tenant business name:

Name: _____

Business Name: _____

Phone No: _____ Contact person: _____

2. Description of proposed use by new tenant:

3. What modifications, to the best of your knowledge, (if any) will be required to the building?

4. Provide a list of any hazardous materials such as flammable or combustible materials, corrosives, toxics, etc. **Include** maximum quantities of each that will be on the property at any time. (Attach list to form)

Please deliver form to: Skagit County Planning & Development Services
Attn: Tim DeVries, Commercial Plans Examiner
1800 Continental Place
Mount Vernon, WA. 98273

For use by Skagit County Plans examiner below:

Existing occupancy classification: _____

Proposed occupancy classification: _____

Maximum allowed occupancy as proposed: _____

Requirements for proposed change in occupant

- ✓ *New tenant will require a tenant improvement (TI) building permit. Plans to be prepared by an Architect licensed in the State of Washington.*
- ✓ *New tenant will require a TI building permit. Plans will not require an architect.*
- ✓ *New tenant will need to provide additional information before course of action can be determined. Please provide:*

- ✓ *A Fire Safety inspection will be required prior to final occupancy. No TI Building Permit will be required unless inspection finds serious deficiencies. Call 360-428-3250 to schedule an inspection.*