



TOWN OF FRIDAY HARBOR
Post Office Box 219 • Friday Harbor, Washington 98250
(360) 378 – 2810 • FAX: (360) 378 – 5339 • www.fridayharbor.org

Change of Use Checklist and Application for Certificate of Occupancy

Name of Business Owner: _____ Home Phone: _____

Business Owner Address: _____

Name of Business: _____ Business Phone: _____

Address of Business: _____ Tax Parcel: _____

Building Owner or Leasing Agency: _____

Mailing Address of Property Owner: _____

Email Address of Property Owner: _____

Yes No N/A Will you be doing any repairs, alterations, remodeling, or demolitions to the existing structure? If yes, please explain below.

Yes No N/A Will you be installing any new mechanical fixtures or any new plumbing fixtures? If yes, a permit is required as well as a Water Department Checklist. Please obtain applications and checklist from the Community Development Department.

Yes No N/A Has the applicant obtained approval from the Community Development Department as to if the business will be allowed in the zone of the location? Please see the Town's Zoning Coordinator.

Yes No N/A Has the new business applied for a Town business license (i.e. City endorsement)? <https://dor.wa.gov/manage-business/city-license-endorsements/friday-harbor>

Yes No N/A Has the new business obtained a Sign Permit Application? A new sign permit is also required for alterations of existing signs, etc.

Yes No N/A Have you obtained a fire and life safety inspection from the Town Fire Chief. If so, please attach a copy of that inspection.

Yes No N/A When is the expected opening date? _____

Yes No N/A Are you applying for occupancy of an Accessory Dwelling Unit (ADU)?

Signature

Date