



COMMERCIAL OCCUPANCY CHECKLIST

EXTERNAL AND INTERNAL

INSPECTION CONTACT INFORMATION

510-B Pioneer St
Ridgefield, WA 98642

Tel: (360) 887-3908 | Fax: (360) 887-2507 | <https://ridgefieldwa.us>

PROJECT NAME: _____

PERMIT NUMBER: _____

SITE ADDRESS: _____

TAX PARCEL #: _____

PRIOR TO SCHEDULING FINAL INSPECTIONS FOR OCCUPANCY, email permits@ridgefieldwa.us to CONFIRM the eligibility of your permit for occupancy inspections. You will receive an email reply confirming if your permit will be ready to begin scheduling your Occupancy inspections.

After the City confirms your permit is ready for final Occupancy inspections, Internal City inspections shall be requested via the [City of Ridgefield Public Portal](#).

**** STAFF WILL SCHEDULE AND RECORD INSPECTION DATES WITHIN THE PERMIT AND, IF NECESSARY, COORDINATE WITH REQUESTER FOR SCHEDULING ****

| INTERNAL CITY DEPARTMENT | SUBJECT | INSPECTION |
|---|--|--|
| <u>Planning Department</u> 510 B Pioneer St Ridgefield, WA 98642 360-887-6007 | Site improvements: parking, landscaping | Occupancy – Planning Site Improvements |
| <u>Public Works</u> 487 S 56 th Place Ridgefield, WA 98642 360-887-8251 | City Water | Occupancy – City Water |
| <u>Public Works</u> 487 S 56 th Place Ridgefield, WA 98642 360-887-8251 | Stormwater | Occupancy – Stormwater |
| <u>Development Inspections</u> 487 S 56 th Place Ridgefield, WA 98642 360-857-5026 | Site Development | Occupancy – Engineering Site Development |
| <u>Engineering Department</u> 487 S 56 TH Place Ridgefield, WA 98642 360-887-8251 | Engineering Conditions: i.e. easements, bonds etc... | Occupancy – Engineering Conditions |
| <u>Building Department</u> 510 B Pioneer Street Ridgefield, WA 98642 360-887-8610 | Final Building | Occupancy – Final Building |

EXTERNAL AGENCY INSPECTIONS

**** EXTERNAL AGENCY INSPECTIONS CANNOT BE SCHEDULED THROUGH THE CITY****

When ready for final walk-through inspections from External Agencies, it is REQUIRED that these be scheduled and coordinated directly with the applicable agencies for your project.

| <u>EXTERNAL AGENCY</u> | <u>SUBJECT</u> | <u>CONTACT INFO</u> |
|--|--|---|
| <u>Clark Regional Wastewater District</u> 8000 NE 52 nd Court Vancouver, WA 98665 | Sewer | <u>360-750-5876</u> engineeringcustomerservice@crwwd.com |
| <u>Clark-Cowlitz Fire Rescue</u> 911 N 65 TH Avenue Ridgefield, WA 98642 | Fire Life Safety items, sprinklers | <u>360-887-1684</u> firemarshal@clarkfr.org |
| <u>Clark County Public Health</u> 1601 E Fourth Plain Blvd, BLDG 7 Vancouver, WA 98661 | Food Service, schools, pools, spas, septic, wells etc... | <u>564-397-8428</u> eph@clark.wa.gov |

NOTE: At the time the External Agency approves your Final walkthrough inspection(s) for Occupancy, the Agency will be responsible to electronically update this permit showing their Approval status, which will then be accessible for viewing in the "Permit Inspections" section located in your online permit. Please note, all external agency records of correspondence, inspections, corrections, re-inspections etc.. are held at the specific agency itself.

CERTIFICATE OF OCCUPANCY will be issued once all required approvals have been obtained.

If a **TEMPORARY CERTIFICATE OF OCCUPANCY** is authorized , the Temporary Occupancy Fee per the current [Master Fee Schedule | Ridgefield, WA](#) is required prior to the Certificate being issued.

THE NUMBER OF DAYS FOR TEMPORARY OCCUPANCY IS DETERMINED BY THE BUILDING OFFICIAL.

If you have specific questions, please contact the City Building Official Mike Curtis at 360-857-5025 or via email at michael.curtis@ridgefieldwa.us