



CLARK COUNTY  
WASHINGTON

COMMUNITY DEVELOPMENT  
BUILDING SAFETY

*Working together.  
Securing your safety.  
Protecting your investment.*

Public Service Center  
1300 Franklin St.  
Vancouver, WA 98660  
564.397.2375  
permitservices@clark.wa.gov  
www.clark.wa.gov/community-  
development



This bulletin is general and intended only as an informational guide.

For other formats, contact the Clark County ADA Office  
Voice: 564.397.2322  
Relay: 711 or 800.833.6388  
Fax: 564.397.6165

Rev 1.16.19

# Commercial Permit Categories

All commercial enterprises are required to have a Certificate of Occupancy. Clark County has three categories of commercial permits:

- **Business Certificates**
- **Occupancy**
- **Construction**

The following pages describe the three categories for commercial project applications to assist in determining the appropriate types of building permits that are required. Commercial work ranges from simple name/owner change to construction of a new building. This commercial packet is organized to help applicants determine which permit is needed to avoid incomplete submittals and unnecessary submittal paperwork.

The International Building Code classifies occupancies according to use:

- A - Assembly
- B - Business
- E - Educational
- F - Factory
- H - Hazardous
- I - Institutional
- M - Mercantile
- R - Residential
- S - Storage
- U - Utility / Miscellaneous

An enterprise may have mixed occupancies.

The following pages describe each permit type with application requirements and a submittal checklist. You will also see the permit type you should use when applying online.

If you have questions regarding specifics for your project, contact Permit Services at 564.397.4078 or visit [www.clark.wa.gov/community-development](http://www.clark.wa.gov/community-development).

**Apply online with CC LMS:** [permits.clark.wa.gov](http://permits.clark.wa.gov)

For FAQs, training, and information about CC LMS, visit [www.clark.wa.gov/community-development/clark-county-land-management-system](http://www.clark.wa.gov/community-development/clark-county-land-management-system)

**Apply in person:** Visit [www.clark.wa.gov/community-development](http://www.clark.wa.gov/community-development) for Permit Center hours or call 564.397.4807 for an appointment.

Commercial Permit Category: Business Certificate

- Business Change Only – Certificate Of Occupancy  
Permit type: Commercial Existing (CME)

Scope and limitations

- New owner - taking over business “as-is”
- Previous occupancy on file, permit # \_\_\_\_\_
- Business still open or not vacant more than 24 months
- No inspections required
- Same occupancy type/like-for-like use
- Allowed use per zoning: \_\_\_\_\_  
Zoning Code section Staff initials

Submittal requirements

- [Application](#)
- Floor plan
- Signed [affidavit](#) stating no changes
- Public Health approval for food service only

Fees

Washington State Building Code	\$25.00
Permit issuance	<u>\$94.00</u>
TOTAL	\$119.00

**Project example:** A copy center business is sold to a new corporate owner who takes over the business “as-is”. There are no changes to the floor plan and no construction of any kind.

If you do not meet the above criteria, you will not qualify for this review type. Additional hourly fee(s) may be charged for corrections, building inspections, or additional plan review.

Separate plumbing, mechanical, and sign permits are required and subject to additional fees. This does not include any fees imposed by a site plan review process or fees imposed by other programs, departments, or jurisdictions.

**Note:** Owner should notify water and sewer purveyors (Clark Public Utilities, CRWWD, Vancouver utilities, etc.) of name change.

## Commercial Permit Category: Business Certificate

### Business Move-In Only

Permit type: Commercial Existing (CME)

#### Scope and limitations

- Same occupancy type, or lower hazard type, per building code
  - Previous permitted use and occupancy on file, permit # \_\_\_\_\_
  - Minor changes to floor plan "only" such as cubicle spaces, partition walls
  - No structural work allowed, Plans Examiner will verify
  - No change to exits, no racking, no equipment that is affixed or over 400 lbs., no increase to seating or layout change (churches and restaurants)
  - Allowed use per zoning without additional review: \_\_\_\_\_
- Zoning   Code section   Staff initials

#### Submittal requirements due at time of application

- [Application](#)
- Narrative describing use and work being performed
- Three copies of floor plan drawn to scale
- [Tenant Improvement Checklist](#)
- Three copies of site plan drawn to scale

#### Additional items that may be required prior to issuance of permit

- Public Health approval for food service only
- If served by Clark Regional Waste Water District, approval is required
- If served by City of Vancouver water/sewer, approval may be required
- Public Health approval may be required if the site is on septic or well
- Contractor's license information

#### Fees

Washington State Building Code	\$25.00
Permit issuance	\$94.00
Plan review, minimum	\$148.00
Fire Marshal inspection	<u>\$205.00</u>
TOTAL	\$472.00

**Project example:** A real estate business moves into a space previously occupied by a travel agency. They are rearranging some cubicles/partitions that are less than six feet in height for a waiting room or bigger offices; however, no structural work will be done.

If you do not meet the above criteria, you will not qualify for this review type. Additional hourly fee(s) may be charged for corrections, building inspections or additional plan review.

Separate plumbing, mechanical, and sign permits are required and subject to additional fees. This does not include any fees imposed by a site plan review process or fees imposed by other programs, departments, or jurisdictions.

## Commercial Permit Category: Business Certificate

### Business Move-In Plus

Permit type: Commercial Existing (CME)

#### Scope and limitations

- Same occupancy type or lower hazard type per building code
  - Previous permitted use and occupancy on file, permit # \_\_\_\_\_
  - Minor changes to floor plan such as cubicle spaces, partition walls
  - "Plus" permits allow for minor structural work of less than \$15,000 value; the Chief Building Official makes the final determination on qualifying for Move-In "Plus"
  - No change to exits, no racking, no equipment that is affixed or over 400 lbs., no increase to seating or layout change (churches and restaurants)
  - Allowed use per zoning without additional review: \_\_\_\_\_
- Zoning   Code section   Staff initials

#### Submittal requirements due at time of application

- [Application](#)
- Narrative describing use and work being performed
- Three copies of floor plan drawn to scale
- Three copies of structural detail/plans
- [Tenant Improvement Checklist](#)
- Three copies of site plan drawn to scale

#### Additional items that may be required prior to issuance of permit

- Public Health approval for food service only
- If served by Clark Regional Waste Water District, approval is required
- If served by City of Vancouver water/sewer, approval may be required
- Public Health approval may be required if site is on septic or well
- Contractor's license information

#### Fees

Washington State Building Code	\$25.00
Permit issuance	\$94.00
Plan review and inspection, minimum	\$444.00
Fire Marshal inspection	<u>\$205.00</u>
TOTAL	\$768.00

**Project example:** A real estate business moves into a space previously occupied by a construction office. They are rearranging some cubicles/partitions for a waiting room. In addition, they are adding a wall to close in an area to create a storage room.

If you do not meet the above criteria, you will not qualify for this review type. Additional hourly fee(s) may be charged for corrections, building inspections or additional plan review.

Separate plumbing, mechanical, and sign permits are required and subject to additional fees. This does not include any fees imposed by a site plan review process or fees imposed by other programs, departments, or jurisdictions.

**Commercial Permit Category: Occupancy**

**New First Occupancy In Shell/Tenant Space**

Permit type: Commercial Existing (CME)

**Scope and limitations**

- First tenant or new business moving in
- All interior modifications and structural work
- Allowed use per zoning: \_\_\_\_\_  
   Zoning      Code section      Staff initials

**Submittal requirements due at time of application**

- [Application](#)
- Narrative describing use and work being performed
- Three complete sets of plans drawn to scale, see [Tenant Improvement Checklist](#)
- Three copies of site plan drawn to scale

**Items that may be required prior to issuance of permit**

- Public Health approval for food service only
- If served by Clark Regional Waste Water District, approval is required
- If served by City of Vancouver water/sewer, approval may be required
- Public Health approval may be required if the site is on septic or well
- Contractor’s license information

**Fees**

Building fees are based on the square footage of the space, occupancy group, and construction type using the current IBC valuation and fee rate schedule.

*Fee example: 1,500 sq. feet, retail use, M occupancy, VB construction type*

IBC valuation schedule:    \$88.45 x 1,500 sq. ft. = \$132,675 valuation

Reduced valuation for TI permits:      \$132,675 at 40% = \$53,070 valuation

Plan review/application	\$557.05
Permit/inspection	<u>\$857.00</u>
	\$1,414.05

This is an example only. Fees are unique to each project.

**Additional fees:**

Washington State Building Code	\$25.00
Permit issuance	\$94.00
Fire review and inspection fees, if applicable	
Separate fee for any deferred items	

**Project example:** Empty space/building never occupied by another business.

If you do not meet the above criteria, you will not qualify for this review type. Additional hourly fee(s) may be charged for corrections, building inspections, or additional plan review.

Separate plumbing, mechanical, and sign permits are required and subject to additional fees. This does not include any fees imposed by a site plan review process or fees imposed by other programs, departments, or jurisdictions.

## Commercial Permit Category: Occupancy

### Change of Occupancy

Permit type: Commercial Existing (CME)

#### Scope and limitations

- Change in International Building Code (IBC) occupancy type
- All interior work
- Allowed use per zoning: \_\_\_\_\_  
Zoning Code section Staff initials

#### Submittal requirements due at time of application

- [Application](#)
- Narrative describing use and work being performed
- Three complete set of plans drawn to scale, see [Tenant Improvement Checklist](#)
- Three copies of a site plan drawn to scale

#### Items that may be required prior to issuance of permit

- Public Health approval for food service only
- If served by Clark Regional Waste Water District approval is required
- If served by City of Vancouver water/sewer, approval may be required
- Public Health approval may be required if the site is on septic or well
- Contractor's license information

#### Fees

Building fees are based on the square footage of the space, occupancy group, and construction type using the current IBC valuation and fee rate schedule.

*Fee example:* 1,500 sq. feet, retail use, M occupancy, VB construction type

IBC valuation schedule:  $\$88.45 \times 1,500 \text{ sq. ft.} = \$132,675$  valuation  
Reduced valuation for TI permits:  $\$132,675$  at 40% =  $\$53,070$  valuation

Plan review/application	\$557.05
Permit/inspection	<u>\$857.00</u>
	\$1,414.05
Additional fees:	
Washington State Building Code	\$25.00
Permit issuance	\$94.00
Fire review and inspection fees, if applicable	
Separate fee for any deferred items	

This is an example only. Fees are unique to each project.

**Project example:** A retail clothing store is converting to a restaurant and bar.

If you do not meet the above criteria, you will not qualify for this review type. Additional hourly fee(s) may be charged for corrections, building inspections, or additional plan review.

Separate plumbing, mechanical, and sign permits are required and subject to additional fees. This does not include any fees imposed by a site plan review process or fees imposed by other programs, departments, or jurisdictions.

## Commercial Permit Category: Construction

- New Construction – Shell Building or Fully Completed Building**  
Permit type: Commercial New (CMN)

### Scope and limitations

- New shell building/New full build out
- Preliminary site plan review must be submitted PSR # \_\_\_\_\_
- Use must be approved under the PSR

### Submittal requirements due at time of application

- [Application](#)
- Narrative describing use and work being performed
- Preliminary or final site plan review number
- Three complete set of plans drawn to scale, see [Commercial Checklist](#)
- Three copies of proposed site plan drawn to scale

### Items that may be required prior to issuance of permit

- Final site plan approval
- Final engineering approval
- Pre-construction meeting held
- Public Health for food service only
- If served Clark Regional Waste Water District, approval is required
- If served by City of Vancouver water/sewer, approval may be required
- Public Health approval may be required if site is on septic or well
- Contractor's license information
- Certified erosion control person's information
- Any other state or local jurisdiction requirements based on site plan conditions

### Fees

Building fees are based on the current IBC valuation and fee rate schedule for square footage of new construction outside dimensions, to include: entryways, canopies, garages, and carports; occupancy group; and construction type.

Additional fees include permit issuance; Washington State Building Code; Fire Marshal review and inspection fees, if applicable; stormwater; impact fee; and Site Plan Review.

In addition, any deferred plan items require a separate fee due at time of application, see [Deferred Submittals](#) handout.

**Project example:** New shell-only building for future tenants or fully complete building for a specific tenant.

If you do not meet the above criteria, you will not qualify for this review type. Additional hourly fee(s) may be charged for corrections, building inspections, or additional plan review.

Separate plumbing, mechanical, and sign permits are required and subject to additional fees. This does not include any fees imposed by a site plan review process or fees imposed by other programs, departments, or jurisdictions.

## Commercial Permit Category: Construction

### Addition To Existing Building

Permit type: Commercial New (CMN)

#### Scope and limitations

- Existing previously approved use, permit # \_\_\_\_\_
- Same/similar use, must be same occupancy type
- Site plan may be required; if it is, preliminary review must be submitted prior to intake of building permit

#### Submittal requirements due at time of application

- [Application](#)
- Narrative describing use and work being performed
- Preliminary or Final site plan review number, if required
- Three complete set of plans drawn to scale, see [Commercial Checklist](#)
- Three copies of proposed site plan drawn to scale

#### Items that may be required prior to issuance of permit

- Final site plan approval
- Final engineering approval
- Pre-construction meeting has been held
- Public Health approval for food service only
- If served by Clark Regional Waste Water District, approval is required
- If served by City of Vancouver water/sewer, approval may be required
- Public Health approval may be required if site is on septic or well
- Contractor's license information
- Certified erosion control person's information
- Any other state or local jurisdiction requirements based on site plan conditions

#### Fees

Building fees are based on the following using the current IBC valuation and fee rate schedule for square footage of new construction outside dimensions, to include: entryways, canopies, garages, and carports; occupancy group; and construction type.

Additional fees include permit issuance; Washington State Building Code; Fire Marshal review and inspection fees, if applicable; stormwater; impact fee; and Site Plan Review.

In addition, any deferred plan items require a separate fee due at time of application, see [Deferred Submittals](#) handout.

#### Project example: Existing business adding on to building

If you do not meet the above criteria, you will not qualify for this review type. Additional hourly fee(s) may be charged for corrections, building inspections, or additional plan review.

Separate plumbing, mechanical, and sign permits are required and subject to additional fees. This does not include any fees imposed by a site plan review process or fees imposed by other programs, departments, or jurisdictions.



## Commercial Permit Category: Construction

### Remodel of Existing Space

Permit type: Commercial Existing (CME)

#### Scope and limitations

- Current tenant/occupant
- Previous approval on file, permit # \_\_\_\_\_
- Interior remodel only
- Same use/zoning allowed use: \_\_\_\_\_  
Zoning      Code section      Staff initials

#### Submittal requirements due at time of application:

- [Application](#)
- Narrative describing use and work being performed
- Three complete set of plans, see [Commercial Checklist](#)
- Three copies of the site plan drawn to scale

#### Items that may be required prior to issuance of permit:

- Public Health approval for food service only
- If served by Clark Regional Waste Water District, approval is required
- If served by City of Vancouver water/sewer, approval may be required
- Public Health approval may be required if the site is on septic or well
- Contractor's license information

#### Fees

Building fees are based on fair market value of construction cost (materials and labor) and the county fee table (CCC Title 6).

Additional fees include permit issuance, Washington State Building Code, fire review and inspection fees, if applicable, stormwater, impact fee, and Site Plan Review.

In addition, any deferred plan items require a separate fee due at time of application, see [Deferred Submittals](#) handout.

**Project example:** Existing tenant interior work only, converting an open office area with movable partitions to private office space and meeting room.

If you do not meet the above criteria, you will not qualify for this review type. Additional hourly fee(s) may be charged for corrections, building inspections, or additional plan review.

Separate plumbing, mechanical, and sign permits are required and subject to additional fees. This does not include any fees imposed by a site plan review process or fees imposed by other programs, departments, or jurisdictions.

## Commercial Permit Category: Construction

- Shell or Existing Space Improvements**  
Permit type: Commercial Existing (CME)

### Scope and limitations

- Suite improvements for future tenants
- No specific tenant
- All interior work

### Submittal requirements due at time of application

- [Application](#)
- Narrative describing use and work being performed
- Three complete set of plans, see [Commercial Checklist](#)
- Three copies of the site plan drawn to scale

### Items that may be required prior to issuance of permit

- Contractor's license information

### Fees

Building fees are based on fair market value of construction cost (materials and labor) and the county fee table (CCC Title 6).

Additional fees include permit issuance, Washington State Building Code, fire review and inspection fees, if applicable, stormwater, impact fee, and Site Plan Review.

In addition, any deferred plan items require a separate fee due at time of application, see [Deferred Submittals](#) handout.

**Project example:** Owner is improving space for future tenant, such as demising walls, ceiling upgrades, ADA upgrades, etc.

If you do not meet the above criteria, you will not qualify for this review type. Additional hourly fee(s) may be charged for corrections, building inspections, or additional plan review.

Separate plumbing, mechanical, and sign permits are required and subject to additional fees. This does not include any fees imposed by a site plan review process or fees imposed by other programs, departments, or jurisdictions.

A separate permit is required before a new business moves in and a Certificate of Occupancy must be obtained.