

Welcome to University Place!

On behalf of Planning and Development Services, I would like to welcome you to our city and begin a relationship that will ensure a safe work environment for you and those in your employ.

Planning and Development Services issues permits covering new construction, remodels or changes of use within the city limits and provides inspections for these projects to verify code compliance. We also ensure that minimum fire and safety standards are maintained in existing buildings by requiring new occupants to obtain an inspection from both our building and fire inspectors. Upon successful completion of the combined inspection, a certificate of occupancy will then be issued for your business stating compliance with the various codes and ordinances of the City of University Place.

Pierce County Sewer governs the local sanitary sewer district and requires new users to their system be identified. Their general information line can be reached at (253) 798-4050. Please follow any instructions that may be applicable to your business, specifically as it applies to a pretreatment review.

Attached to this letter is a copy of our current occupancy application. Please take the time to complete the form and submit it to the City's permit center along with the intake fee. After your application has been routed and reviewed by all applicable departments we will issue you a permit and schedule an occupancy inspection. It should take about a week to complete the review process and to receive your inspection.

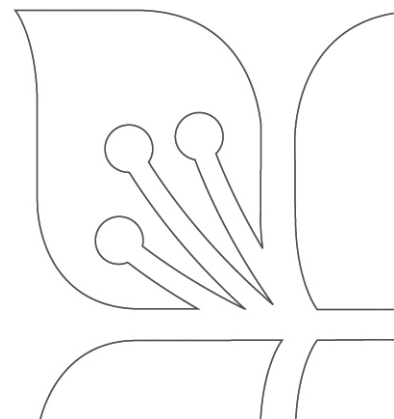
The following is a list of information that will be helpful for you to review:

- The Planning and Development Services Department offers a Technical Review Meeting to assist you in determining the requirements for your new business.
- A City of University Place business license must be obtained prior to doing business in University Place. The Business Licensing Office can be reached at (253) 566-5656.
- Permanent and temporary A-board signs or banners require a separate application. Applications are available at the Planning and Development Services Department and cannot be approved until you obtain occupancy.
- Applicants must contact the Pierce County Sewer Utilities Department for sewer pretreatment application and requirements at (253) 789-4050.
- The City of University Place has adopted a Traffic Impact Fee. You may be required to pay a TIF based on the type of business and previous occupancy. Please contact Jack Ecklund, City Engineer at 253.460.5411 for questions regarding TIF.

If you have any questions regarding City requirements, the inspection or the occupancy application, feel free to call me Monday through Friday from 9am to 4pm or Thursday 9am to 3pm. We hope your business will be a successful venture. Welcome to University Place!

Sincerely,

Robert L. Brunk
Senior Plans Examiner/Building Inspector
Tel: 253.460.5428
Fax: 253.460.2541
E-Mail: rbrunk@cityofup.com



COMMERCIAL OCCUPANCY *Application*



3715 Bridgeport Way W
University Place, WA 98466
PH: (253) 566-5656 FAX: (253) 460-2541

OFFICE USE ONLY

OCC

TRC Yes No

Zone:

BUSINESS NAME:

Parcel #:

Business Address (Street, City, State, Zip):

Suite #:

Total Square Feet:

APPLICANT:

Phone:

Fax:

Address (Street, City, State, Zip):

E-Mail Address:

PROPERTY OWNER:

Phone:

Fax:

Address (Street, City, State, Zip):

E-Mail Address:

TENANT:

Phone:

Fax:

Address (Street, City, State, Zip):

E-Mail Address:

NAME OF LAST TANANT:

Type of Business:

How Long Vacant:

DESCRIPTION OF BUSINESS (be specific):

I hereby certify that the information provided is correct and that the construction on the above described property, the occupancy, and use will be in accordance with the laws, rules and regulations of the State of Washington and the University Place Municipal Code.

Print Name:

Owner Agent/Other (specify):

Signature:

Date: