



City of Pasco
Finance Department
525 N 3rd Ave PO Box 293
Pasco WA 99301
Ph. 509-545-3488 Fax: 509-543-5742
www.pasco-wa.gov

OCCUPANCY REGISTRATION INSTRUCTIONS **[Non-Profit Corporation Business License]**

STEP 1. Contact WA State Dept. of Revenue
Master Business License and UBI Tax Number
1657 Fowler St. Richland. 509-987-1201

STEP 2. Contact Other Agencies if needed (partial list):

WA State Contractor's License

WA State Dept. of Labor & Industries 4310 W 24th Ave. Kennewick. 509-735-0100

Daycare License

Dept. of Children & Family Services 112 N Edison St. Kennewick. 509-734-4315

Food/Beverage Permits

Benton Franklin Health Dept. 7102 W. Okanogan Pl. Kennewick. 509-460-4200

WA State Liquor License

Liquor Control Board Application at any State Liquor Store Pasco 360-664-1600

Other State Business Licenses

Department of Licensing Olympia. 360-664-1400

STEP 3. Complete City Application.

Complete In-City Business License application and return with required attachments as noted on application to Customer Service.

STEP 4. City Review Process.

The application will be reviewed and business inspected by the City and when all requirements are met the Customer Service will issue a Business License. You cannot conduct business until your business license has been issued.

Upon issuance of the license you may open your business.

Questions?? Call Customer Service at 545-3402
businesslicense@pasco-wa.gov

KEEP THESE INSTRUCTIONS FOR FUTURE REFERENCE

CHAPTER 5.07 OCCUPANCY REGISTRATION

5.07.010 PURPOSE. It is the express purpose of this Chapter to provide for the registration and inspection of all building occupancies not otherwise regulated by Chapter 5.04 consisting of churches, places of religious worship, political organizations, charitable organizations and other nonprofit organizations. The sole purpose of this registration requirement is to promote compliance with those regulations relating to the public health, safety and welfare of those who may occupy the buildings and promote compliance with applicable zoning regulations. (Ord. 3569 Sec. 2, 2002.)

5.07.020 REGISTRATION REQUIRED. No person shall occupy, or permit to be occupied, a nonresidential building without first securing and maintaining an occupancy registration; provided, however, any activity licensed under Chapter 5.04 shall be exempt from this Chapter. (Ord. 3569 Sec. 2, 2002.)

5.07.030 FEE. There shall be no fee required of an applicant qualified to apply for and receive an occupancy registration under this Chapter. (Ord. 3569 Sec. 2, 2002.)

5.07.040 APPLICATION. Each applicant for a registration shall file an application with the City Clerk. The application shall be in writing on a form supplied by the City Clerk and shall require only the following information:

- A) Address and square footage of building to be occupied.
- B) Name of organization and nature of activities intended to occupy the building.
- C) Name and telephone number of person to be contacted in case of emergency and for inspection of the building. (Ord. 3569 Sec. 2, 2002.)

5.07.050 APPROVAL. The City Clerk shall circulate complete applications to the Community Development Department for compliance with applicable zoning and building occupancy requirements. The applicant shall be notified in writing of any applicable regulation with which the intended occupancy is deemed to conflict. Upon finding of compliance, the City Clerk shall approve the occupancy registration. (Ord. 3569 Sec. 2, 2002.)

5.07.060 NOTICE OF CHANGE. All occupancy registrations approved by the clerk shall be effective for the approved occupancy without requirement for renewal. However, the applicant shall advise the clerk of any subsequent change in the information supplied by the applicant for the approved occupancy registration and the clerk shall mail annual notice of this obligation. (Ord. 3569 Sec. 2, 2002.)

5.07.070 NONCOMPLIANCE. Failure to comply with the requirements of this Chapter, including a subsequent change in occupancy without the benefit of inspection, shall render the registration void and shall constitute a civil infraction. (Ord. 3569 Sec. 2, 2002.)

Occupancy Registration Application

Organization Information:

Name of Organization _____

Address _____ City _____ St _____ Zip _____

Mailing Address _____ City _____ St _____ Zip _____

Phone _____ Fax _____ Email _____

Building Uses:

Describe the type of use for the building _____

Total Square Footage _____

Basement? Yes No

Contact Persons:

Name _____ Title _____

Address _____ City _____ St _____ Zip _____

Mailing Address _____ City _____ St _____ Zip _____

Phone _____ Fax _____ Email _____

Name _____ Title _____

Address _____ City _____ St _____ Zip _____

Mailing Address _____ City _____ St _____ Zip _____

Phone _____ Fax _____ Email _____

- **Attach proof of your State of Washington non-profit status.**
- **Fire Safety Inspection**

My Signature below certifies that the information provided on this application and any attachments is true and accurate. I understand my place of occupancy must comply with all City of Pasco codes and ordinances.

Signature

Date



RE: Fire Safety Inspection Program

This is to advise you that effective January 1, 2015 a Fire Safety Inspection Program will be reinitiated and implemented through the City's Inspection Services Division. The program is intended to increase fire safety throughout the City and is applicable to businesses and multiple-family units.

The City Council determined to reinitiate a fire inspection program earlier this year following a highly publicized public process. The City has not had a formal Fire Safety Inspection Program since 1987. The Washington Survey and Rating Bureau evaluate agencies like the City of Pasco on the adequacy of their fire prevention and protection programs. The rating by the Bureau directly affects the fire insurance premiums that business owners pay within Pasco. The City is currently operating under a Class 5 rating from the Bureau. It is the City Council's goal to maintain the Class 5 rating and work toward lowering it over the next few years. A key component of maintaining this rating over the long run is to reinstitute the Fire Safety Inspection Program.

There will be a fee associated with the Fire Safety Inspection Program. If you are determined to be a moderate or high hazard occupancy (determined through provisions of the International Building Code) your business will be subject to an inspection. A high hazard occupancy will be required to have a passing yearly inspection, and a moderate hazard occupancy will be required to have a biennial inspection. The fee for the inspection is \$75.

For your information we have attached a checklist that the Inspection Services Division will be using for the fire safety inspection. Review of the items on the checklist prior to the inspection will help you prepare and pass the inspection. If you fail the initial inspection, the City will work with you so that you understand identified deficiencies, which will be listed in clear concise language so there will be no questions as to the items requiring your attention. After a reasonable amount of time in which to make any corrections, the City will re-inspect at no additional charge for the first re-inspection. If additional re-inspections are required due to failing the inspection for a second time, then an additional \$75 fee will be charged and payment will be due within 30 days of the failed inspection.

In summary:

- A Fire Safety Inspection Program will be initiated January 1, 2015.
- If determined to be a high hazard occupancy type – your business will be required to pass a fire safety inspection once each year.
- If determined to be a moderate hazard occupancy type – your business will be required to pass a fire safety inspection on a biennial basis.
- A fee of \$75.00 will be added to your Business License and/or renewal to pay for the inspection process and every other year thereafter.
- You will be contacted by The Inspection Services Division to schedule your Inspection.
- Failure of a second re-inspection will result in an additional \$75.00 fee.

This program is important on many levels, primarily for the safety of those accessing your business, your neighbors and to maintaining and eventually improving the City's fire rating to keep fire insurance low for everyone, accordingly, your participation is required. Please contact the Inspection Services Division at 509.543.5733 or Firesafetv1@pasco-wa.gov. if you have questions or comments. Thank you in advance for your cooperation in this important Program.



Building Division
Troy Hendren, Inspection Services Manager
 525 North Third Avenue | Pasco, WA 99301
 (509) 543-5736 phone | (509) 543-5728 fax
www.Pasco-WA.gov | HendrenT@pasco-wa.gov

Business Name: _____

Business Address: _____

Business License Number: _____

Date: _____

Inspector: _____

FIRE INSPECTION CHECKLIST

Access and Premises:	Yes	No	Comments
Is actual building use consistent with Occupancy Type?			
Are Address numbers for the building visible from the street?			
Does your building have a Knox Box? If so, will the keys inside it open all doors? If locks are changed contact City of Pasco Fire Department to install new keys.			
Is combustible vegetation removed so as to not create a fire hazard?			
Is there a minimum 3' clearance around fire hydrants and FDC?			
Egress (Exiting)	Yes	No	Comments
Are the exit ways and doors easily recognizable, unobstructed and functional?			
If the main exit door has key-locking hardware is there a sign above the door that states "THIS DOOR MUST REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED" and are the other exit doors operable from the inside w/o the use of a key or any special knowledge or effort?			
Are doors with self-closing hinges maintained in the closed position (not blocked open)?			
Emergency Lighting/Egress Illumination	Yes	No	Comments
If emergency lighting is provided, is it maintained in operable condition?			
Is the means of egress illuminated when the building or structure is occupied?			
Exit Signs	Yes	No	Comments
If exit signs are required, are they maintained as illuminated or self-illuminations?			
Does the back-up battery work? (Push the test button, the exit sign should illuminate under battery power)			
Electrical	Yes	No	Comments
Are all electrical outlets, switches and junction boxes properly covered with cover plates?			
Is the electrical system safe from any apparent shock and/or other electrical hazards?			
Are circuit breakers/fuses labeled so as to identify the area protected?			
Is the area in front of the electrical panel(s) clear, by at least 30"?			
Are extension cords used for temporary use?			
If multiple items need to be plugged in, is a power tap utilized with a built-in circuit breaker and is the power tap plugged directly into a permanently installed receptacle?			
Fire Alarm System	Yes	No	Comments
If the building is equipped with a fire alarm system, has the required annual service of the fire alarm system been performed by a qualified fire alarm company?			
Fire Safety and Evacuation Plans	Yes	No	Comments
If drills are required, are they conducted successfully at varying times and under varying conditions and are records maintained on the premises?			
If required, are evacuation routes and fire safety plans posted?			
Fire Extinguishers	Yes	No	Comments
Is there access to a fire extinguisher(s) rated at a minimum of 2A-10(3C) per 6,000 sq./ft. in low hazard areas and 3,000 sq. ft. in medium hazard areas?			
Is the travel distance from all portions of the building less than 75' to a fire extinguisher?			
Are all fire extinguishers visible and accessible (not blocked)?			
Have the fire extinguisher(s) been serviced/ tagged by a qualified technician within the last 12 Mo's?			
Is the fire extinguisher(s) properly mounted? Proper locations-near exit doors where possible, not exceeding maximum travel distance, properly mounted (maximum 5' high if less than 40 lbs., maximum 42' high if greater than 40 lbs.			
Fire/Smoke Separations	Yes	No	Comments
Are the fire/smoke separations (smoke doors, fire doors, walls, etc.) maintained in working condition?			
Is storage maintained a minimum of 18" below head deflectors in fire sprinklered areas?			
If the building is equipped with a fire sprinkler system, has the required annual service of the fire sprinkler system been performed in the last year by a qualified sprinkler company?			
In the commercial cooking applications, has the hood suppression system been serviced in the last six months and is the hood cleaned at intervals to prevent the accumulation of grease?			
Heat producing appliances	Yes	No	Comments
If portable electric heaters are used, are they used safely, are they UL listed? Are they plugged directly into wall outlets and kept a minimum of 3' away from combustibles.			
House Keeping and Decoration	Yes	No	Comments
Is combustible rubbish that is stored in containers outside of vault storage rooms removed from the building a minimum of once each working day?			
Are oily rags or similar materials stored in metal, metal lined or other approved containers equipped with tight fitting covers?			
Mechanical Hazards	Yes	No	Comments
Is the venting for exhaust products of combustion working properly for gas appliances? (i.e.: water heaters, furnaces, etc.)			
Smoke Detectors	Yes	No	Comments
If smoke detection is required in common areas such as corridors or part of the fire alarm system, have they been tested in the last year by a qualified technician?			
Storage of Combustibles	Yes	No	Comments
Are Combustible materials not stored beneath the building or structure?			
Are the boiler rooms, mechanical rooms and electrical panel rooms maintained free of all combustible			
If you have storage of compressed gas containers (such as Co2, helium, etc.) are they chained to prevent falling?			
Storage of Combustible and Flammable Liquids	Yes	No	Comments
Are quantities in excess of 10 gallons of flammable and combustible liquids used for maintenance purposes and the operation of equipment stored in liquid storage cabinets?			

A "No" response to any of these questions indicates the presence of a fire code violation. Completion of this form does not eliminate all fire inspections conducted by the City of Pasco. Please call 545-3442 for a re-inspection within 10 business days. TH