



Use and Occupancy Permit Application

For additional application submittal information, please see the pages after this form.

PROPERTY INFORMATION (site of proposed activity)

Site Address	BIA Allotment Number	Parcel Number
	Nearest Intersection	

Current Use

Vacant Residential Commercial Institutional/Gov. Facility Other:

APPLICANT INFORMATION

Applicant Name(s)	Primary Telephone Number
Mailing Address	Secondary Telephone Number
	Email Address

Relationship to Property Owner

Self Contractor Employee Other:

PROPERTY OWNER INFORMATION (if different than applicant)

Property Owner Name(s)	Primary Telephone Number
Mailing Address	Secondary Telephone Number
	Email Address

PROPOSED ACTIVITY

- Clearing Vegetation in a Wetland/Wetland Buffer
- Temporary Dwelling in RV/Travel Trailer
- Temporary Use
- Temporary Structure (e.g., Cargo Container, Construction Trailer, Stage, or Commercial Tent)
- Other:

GENERAL PROJECT DESCRIPTION

Proposed Use

Residential Commercial Institutional/Gov. Facility Other:

PROJECT DETAILS

Which of these services are currently available at the site?

Public Water Individual Well Public Sewer Septic System

APPLICANT SIGNATURE

I hereby certify that I have prepared this application and site plan and that, to the best of my knowledge, the information provided is complete, accurate, and a true representation of the proposed use and occupancy, I further attest that I have the authority to submit this application and agree to comply with any and all conditions of use and occupancy permit approval. I agree to provide any additional information required and understand that if the scope of the project is modified, a new application may be required.

Signature Date

Applicant's Signature



Application Submittal Information

SUBMITTAL INSTRUCTIONS

Please submit all permit applications and plans to permits@tulaliptribes-nsn.gov

Note: Paper submittals can be accepted on a case-by-case basis if there is a hardship.

SUBMITTAL REQUIREMENTS

- 1. USE AND OCCUPANCY PERMIT APPLICATION.** Please ensure the application is signed and dated. Indicate as "N/A" those questions which are not applicable to your project.
- 2. PROPERTY OWNERSHIP DOCUMENTATION** such as a Title or Lease to the property.
- 3. SITE PLAN.** See example on next page. The Site Plan includes property boundaries, all existing buildings and structures, as well as those proposed, dimensions, distance to property lines, roads, right-of-ways, utilities, and waterbodies. (A survey may be required if project takes place near property line setbacks).
- 4. GENERAL LOCATION MAP.** The map must show an area at least 500 feet in all directions from the project boundary.
- 5. STRUCTURAL DESIGN PLANS and SPECIFICATIONS** with WA state engineer stamp that meet the 2015 International Building Code as adopted and referenced in Chapter 7.20: <http://www.codepublishing.com/wa/Tulalip/>
- 6. PERMIT FEES.** Fees will vary for different uses. For a list of up to date permit fees check the Planning Dept website: <https://www.tulaliptribes-nsn.gov/Base/File/TTT-Title-7-Permit-Fees-20230728>

INTAKE

After submittal your application will be reviewed for completeness. Within a couple days Planning Dept. staff will respond with a permit reference number, permit fees, and estimated review time. If the application is incomplete or additional submittal requirements are required, Planning staff may request one or more of the following depending on the nature of the project:

- Tulalip Utility Hook-Up Agreement
- Well or Septic Tank Permits
- Topographic Map
- Drainage Plan
- Erosion Control Plan
- Environmental Checklist
- Storage License
- Cultural Survey
- Traffic Study
- Property Survey
- Mitigation or Restoration Plan
- Environmental Lands Impact Avoidance & Minimization Form
- Other if needed

REVIEW PROCESS

Your complete application will be reviewed by multiple Tribal departments for consistency with Tulalip Tribal Codes. All contractors and subcontractors doing business in Tulalip are required to have a current Tulalip Business License and may also be subject to TERO review. Please contact these Departments prior to construction to confirm what may be required for your project.

Site Plan Example

