

Getting Started

New Business Information



Before Signing a Lease here are some things you may want to consider.

New or relocated businesses in Edmonds should verify:

_____ Is the Business an Allowed Use? (Contact a City Planner, and refer to page 3 of this handout)

_____ Is the Business a Change in Use? (Refer to page 4 of this handout)

_____ Are Accessibility improvements required? (Refer to page 4 of this handout)

_____ What are the on-site parking requirements? (Contact a City Planner)

_____ Do I need a remodeling permit? (Refer to page 5 of this handout)

_____ Is a State Business License required? (Contact Department of Revenue)

_____ Is a City Business License required? (Contact City Business License Clerk)

City business license information:

With every City commercial business license application, a floor plan is required to be submitted. Business owners are not required to hire a professional designer or architect to draw the plan but the plan submitted must be to scale and be fully dimensioned in order to verify square footage and calculate occupant loads. Also the proposed use of each room, area or space must be indicated: (i.e., office, reception, warehouse, retail, classroom, exam room, dining, storage, hallway, bathroom, etc.) and show all doors. Note the square footage of each room or area/space and the total square footage of business space.

Special business uses information:

For School & Day Care & Adult Family Homes, in addition to City code requirements, check with the Washington State Department of Social and Health Services (DSHS) for State license requirements.

For Food and/or Liquor Establishments:

_____ Do you need a liquor license? (State)

_____ Do you need Snohomish County Health District Approval? (County)

_____ Do you need regulatory licenses (to operate cabarets, pool tables, admissions licenses etc.)? (City Clerks Office)

_____ Do you need an outdoor seating café permit? (Contact a City Planner)

_____ Do you need discharge or pre-treatment permits for sewer discharge of other than ordinary wastes? (i.e., chemicals, fats, oils, grease, etc.) (Treatment Plant)

_____ Have you contacted City Recycling and Waste with regard to business waste needs? (Public Works)

_____ Do you need Hazardous Materials Permits? (Fire Department)



Important Contact Information

Edmonds City Hall Business Licenses

121 5th Avenue North T. 425-775-2525

Department Hours: 8:00am to 4:30pm, Monday - Friday

www.ci.edmonds.wa.us

Department of Development Services

Building, Planning & Engineering

Second Floor of City Hall T. 425.771.0220 F. 425.771.0221

Department Hours: 9:00am to Noon and 1:00pm to 4:00pm Monday – Friday

Fire Department

Third Floor of City Hall T. 425.771.0215 F. 425.775.7721

Department Hours: 8:00am to 5:00pm Monday – Friday

Puget Sound Clean Air Agency @ www.pscleanair.org

T. 206.343.8800 F. 206.343.7522

Snohomish County Public Health District T. 425.339.5210

Washington State Liquor Control Board @ www.liq.wa.gov

T. 360.664.1600

Washington State Department of Revenue @ www.dor.wa.gov

9930 Evergreen Way, Suite Y-150, Everett

T. 425-356-4800

Recycling Coordinator (Public Works) T. 425.771.0235 x 1603

PreTreatment Technician (Treatment Plant) T. 425.672.5755



Is this an Allowable Use?

In order to determine if your business use is permitted based on the zoning of the property the following steps must be taken.

STEP 1 Determine the zoning of the property.

You will need to know the site address and do one of the following:

- Call City Hall and ask to speak with a City Planner, OR,
- Visit City Hall and speak with a City Planner to determine the zone.

STEP 2 Determine if your business is an allowed use within the zone as shown on the City Zoning Map.

After determining the zoning of the property, review the Edmonds Community Development Code (ECDC). The ECDC lists allowable uses and applicable regulations. A City Planner is available during City business hours to assist you.

STEP 3 If your business use is an allowed use based on the zoning, you will still need to determine the following:

_____ Is the business a Change in Use, and are permit approvals required? (See page 4 of this handout)

_____ Is there adequate on-site parking to meet City Zoning requirements for the proposed business use? Parking requirements vary depending upon the type of business use, refer to ECDC Chapter 17.50 or meet with a City Planner.

_____ Is a building remodeling permit or, are other permits required? (See page 5 of this handout)



Change in Business Use

A change in use occurs when the previous use or business use differs from your intended business use. In technical code language this means when the occupancy types as listed in the Building Code change. Here are some examples: the previous business use was auto repair and your business use is an office or, the previous use was office and your use is a daycare or, you purchased a single family residence in a commercial zone and you want to change to a hair salon, retail shop, daycare or office.

STEP 1 To determine a Change in Use, verify the following with the Planning and Building Department:

_____ Find out the previous business use (ask the landlord or City Business License Clerk). Once you have this information ask how the Building Code categorizes the use. (Building Department)

_____ Compare the existing use with your proposed business use. If your business is a Change in Use from the former business a [Change in Use permit](#) is required and the permit approval may trigger additional requirements for your business such as:

- Additional on-site parking stalls

- Regulatory code improvements or upgrades, including accessibility compliance (including areas where no modifications are proposed)
- Life Safety Improvements (such as fire separation walls, fire sprinklers, fire alarms, fire extinguishers, etc.)
- If you are proposing physical modifications (remodeling) to the space a building permit may also be required, (refer to page 5 of this handout).

STEP 2 A valid certificate of occupancy (issued by the Building Department) will be required before you occupy your tenant space if any of the following items change:

_____ Occupancy types as listed in the Building Code (i.e., office to auto repair, etc.)

_____ Increase or decrease in floor area.

_____ After remodeling work is complete and final inspections by the Building and Fire Departments are performed.

STEP 3 A pre-application meeting is strongly encouraged for all Change of Use permit applications.

_____ Contact the Development Services Department in City Hall for more information about pre-application meetings, although there is a fee for this service many business owners have found this to be very helpful.



Planning to Move or Expand into a New Space?

Planning on Remodeling?



Before you start the design process of your remodel here are some important things to consider.

STEP 1 Is this an allowable use? See page 3 of this handout.

STEP 2 Verify whether or not the intended business use will be considered a Change in Use?

See page 4 of this handout.

STEP 3 Is a building permit required?

Building Permits or other Permit Approvals may be required depending on the type of improvements. Determine whether or not a building permit is required by calling the Building Department (425) 771-0220, and ask to speak with a Permit Coordinator. Be specific about your business and all proposed uses, provide the square footage of the space, and if you plan to remodel explain in detail the proposed work.

- Generally, you will need a building permit if:
 - (1) new walls are added that are greater than 5'9" in height
 - (2) walls are being moved or removed
 - (3) exiting is changed or altered
 - (4) plumbing or mechanical work is being performed or altered
 - (5) fire sprinkler or fire alarms are added or altered
 - (6) customer service areas are added or altered

(7) suspended ceiling systems are added or altered

- A building permit will not be required for:
 - (1) interior painting, cabinets and shelving that is 6' or less in height
 - (2) replacing carpet, tile or linoleum, etc.
 - (3) adding or removing cabinets, shelving or counters, adding or moving partition walls that are less than 5'9" in height
- Other types of work that may require a permit are:
 - *Plumbing, *Mechanical, *Sign, *Electrical (State)

STEP 4 What is required to submit for a building permit?

Refer to [Tenant Improvement Permit](#) Submittal handout available at City Hall or on the City website at www.ci.edmonds.wa.us. At a minimum--scaled floor plans, one plan indicating previous room and space uses and one plan showing your proposed business uses are required. Contact a Permit Coordinator to determine if the plans are required to be prepared and stamped by a licensed professional. Typically the floor plan submitted with the City business license is not adequate for permit submission.

STEP 5 What permits are available over the counter?

Simple permits may be obtained over the counter; i.e., Plumbing.

STEP 6 What is a "Fast Track permit" and what projects qualify?

[Fast track permits](#) have shorter permit turnaround times. Certain limited scope commercial tenant improvements, i.e., sign, awning, minor interior remodeling, etc. may qualify as a Fast Track permit. Permit Coordinators will help you determine whether your project qualifies as a Fast Track permit. A change of use permit is not a Fast Track permit.

STEP 7 How long does the permit review process take?

- Depending on the size and complexity of the project, the review time can vary. The initial review of a Fast Track permit is 5 business days, all other Commercial Tenant Improvement Building permits take approximately 10 to 15 business days for initial review.
- If there are corrections required by the City after the initial review, the plan drawings will need to be revised and resubmitted. Depending on the number of permits being processed by the City of Edmonds these time estimates may vary.

- Exterior Changes. An Administrative Design Review approval is required for exterior work (i.e., change in exterior colors, storefront remodel, exterior lighting changes, new signage, etc.). Contact a City Planner for more information.

STEP 8 When is a Sign permit required?

Refer to [Sign Permit](#) Submittal handout available at City Hall or on the City website at ci.edmonds.wa.us.

STEP 9 Obtain a City Business License and Certificate of Occupancy and.....

