



**City of Seattle**  
**Seattle City Council**

**MEMORANDUM**

Date: September 19, 2011

To: Monica Martinez Simmons, City Clerk

*HARD COPY:* City Hall, Third Floor, Main Reception

*ELECTRONIC COPY:* [clerkfiling@seattle.gov](mailto:clerkfiling@seattle.gov)

From: Susana Serna, Council Central Staff  
 (Phyllis Shulman, Staff Analyst)

Re: Request to Create Clerk File – Response to 2011- 2012 Council Statement of Legislative Intent

Title of Clerk File: Department of Finance and Administrative Services (FAS)  
 Response to 2011 – 2012 Statement of Legislative Intent (SLI) No.  
 48-1-A-1: FAS-Business Permit and Licensing Review.

Please cross-reference: Resolution No. 31269 (2011-2012 SLI Adoption Resolution)  
 Ordinance No. 123442 (2011-2012 Budget Adoption Ordinance)  
 Clerk File No. 311072  
 (City Council Changes to the 2011-2012 Proposed Budget and  
 the 2011-2016 Proposed Capital Improvement Program)

Please create a Clerk File for the FAS response, and related documents, to 2011-2012 Council SLI No. 48-1-A-1.

I am attaching hard and electronic copies of all materials related to this SLI.

Clerk File Table of Contents:

Item	Title	File Name
1	SLI 48-1-A-1 Business Permit and Licensing Review	SLI 48-1-A-1 Response Memo.doc
2	2011-2012 Statement of Legislative Intent 48-1-A-1	SLI 48-1-A-1.pdf
3	SLI 48-1-A-1 Attachment B: Example Scenario	SLI 48-1-A-1 Response Memo_Att 1
4	SLI 48-1-A-1 Street-Food Vending presentation	SLI 48-1-A-1 Response Memo_Att 2

## **BUSINESS PERMIT AND LICENSING REVIEW**

### **Response to the Seattle City Council Statement of Legislative Intent 48-1-A-1**

In the fall of 2010, the Seattle City Council issued a Statement of Legislative Intent (SLI) 48-1-A-1 requesting that the Department of Finance and Administrative Services (FAS) lead an interdepartmental team to report on the following:

1. Identify and categorize all City-issued licenses and permits required to open and operate a business in Seattle;
2. Analyze the original purpose of each license and permit requirement and analyze whether the license or permit continues to achieve its intended purpose;
3. Identify any opportunities for consolidation or change of licensing and permitting requirements; and
4. Establish a scope for analyzing the feasibility of developing a one-stop license and permit service that the City would implement including what staff resources would be needed to do the analysis and a timeline for the analysis.

### **Summary Report**

All the licenses and permits that are required by five City departments to open and operate a business are summarized below and Attachment A provides a description. The report addresses the issue of changing or consolidating the licenses and permits. Although no specific changes are proposed in the report, FAS recommends that a more focused review be conducted by each department to identify any opportunities for consolidation, elimination or simplification before moving forward with any other recommendations contained in this report.

The report presents three options for moving in the direction of a master-licensing system or one-stop license and permit service (see TABLE 1). While every business activity in Seattle requires an FAS-issued business license, some types of businesses, such as pawn shops and adult entertainment facilities, must also get an FAS-issued regulatory license and meet zoning and permitting requirements regulated by DPD. Other business activities, such as restaurants, call for permits from Seattle-King County Public Health and the Seattle Fire Department. While the City has considered constructing one-stop-permitting areas in the past, costs proved prohibitive and plans did not move forward. FAS staff believe that technological advances may offer a solution to assist business owners in determining permits, licenses, and other inspections or plan reviews that may be required. The model believed to be the most effective is also the most expensive option; therefore, assuming that resources are not available to develop the preferred New York City-style permitting “wizard,” an industry-specific pilot project is recommended.

Attachment A includes descriptions of the various permits and licenses and the original purposes for regulating the activities. Through this review process Departments have determined that the activities continue to achieve intended purposes.

Attachment B is a matrix that illustrates the regulatory burden for three sample types of businesses with three different development needs each, thus illustrating nine sample scenarios. The matrix identifies which permits and licenses would be needed for these businesses. The

businesses are a coffee shop or restaurant, a consulting firm, and an automobile repair garage. Each of these businesses is displayed under three different development scenarios: 1) occupying an existing structure needing no tenant improvements; 2) occupying an existing structure, needing tenant improvements that result in a change of use; and 3) occupying new construction. This table illustrates the complexity of the various licensing/permitting requirements. It is not all inclusive and doesn't address differences in requirements associated with zoning.

## **Departments' License and Permit Summary**

In response to the Council's request, staff from FAS convened an interdepartmental team made up of representatives from the Department of Planning and Development (DPD), the Seattle Department of Transportation (SDOT), the Seattle Fire Department (SFD), Seattle Public Utilities (SPU), the Office of Economic Development (OED), and Seattle/King County Public Health (SKCPH) to gather a list of all licenses and permits required by their respective departments.

The following is a summary of all City-issued licenses and permits required to open and operate a business in Seattle by Department:

### **Department of Finance and Administrative Services License Requirements:**

**Business License Requirements** - Every individual, partnership, firm or corporation, unless specifically exempted, that is located in the Seattle city limits and companies that engage in business in the Seattle city limits, is required to have and maintain a Seattle Business License. The business license was established as an exercise of the power of the City to license for revenue and continues to achieve its intended purpose.

**Regulatory License Requirements** – In addition, every individual, partnership, firm or corporation engaged in any business activity that is regulated by the City of Seattle must also obtain and maintain a City regulatory license. Although issuance of some regulatory licenses is contingent on the business meeting certain zoning or dispersion requirements, i.e., pawn shops and adult entertainment premises, due to the results of recent litigation, FAS has been advised by the City Attorney's Office that the City must issue the business license and alert the customer that they still need to comply with DPD requirements. As a result, although the business license is issued, they cannot conduct business until they receive DPD approval which could delay their opening. FAS issues the following regulatory licenses:

- Adult Entertainment Premise, Entertainer and Manager Licenses
- Alarm System Monitoring License
- All-Ages Dance License
- Amusement Device License
- Burglar Alarm Dealer License
- Horse-Drawn Carriage, Horse, and For-Hire Driver Licenses
- Mobile Home Park License
- Panoram Location and Device Licenses
- Public Bathhouse License

- Public Garage/Parking Lot License
- Collectors and Processors of Recyclable Materials License
- Rental Housing Agency License
- Residential Sellers License
- Taxicab Association, For-Hire Driver and Taxicab Licenses
- Trade Show License
- Used Goods Dealer-Scrap-Pawnshop Licenses
- Weighmaster and Weighers License
- Yellow Page Phone Book Distributors License

In some cases, there are a small number of regulatory licenses issued, i.e., only two All-Ages Dance Licenses, two Mobile Home Park Licenses and one Rental Housing Agency License. However, each license is considered to be achieving its intended purpose of protecting the public health, safety and welfare. The questions then become whether the benefit achieved is worth the cost of the regulation and/or what the risks or policy implications of deregulating these activities are. While the Department does not currently see opportunities for consolidating any of the licenses, FAS will be identifying regulatory activities for potential deregulation through internal analysis of its licensing and regulatory enforcement activities.

### **Department of Planning and Development Permit Requirements:**

The purpose of most of the permits required by DPD is to protect the public health, safety and welfare and to protect property and the environment. In general, DPD believes that the codes that are the basis of requiring permits are achieving the purposes intended. The following permits are issued by DPD:

- Building Permits
- Master Use Permits
- Electrical Permits
- Sign Permits
- Mechanical Permits
- Boiler and Pressure Vessel Permits for Installation and Annual Inspection
- Refrigeration Permit for Installation and Annual Inspection
- Elevator or Escalator Permit for Installation and Annual Inspection
- Side Sewer Permit for Repair or Installation
- Stormwater Code
- Excavation and Grading Permit

It is worth noting that a business could open and operate in the city and trigger the requirements for all, some, or none of the permits identified. A new retail sales business moving into an existing space that had previously been used for retail sales may trigger no permits. Building a new facility may require almost every permit based on the use and occupancy proposed.

It is also important to note that permitting requirements may change for a business if there is a change in use or occupancy. Sometimes applicants are not aware that changing the permitted “use” (land use code) or “occupancy” (building code) may trigger a requirement to make

upgrades to an existing tenant space, even if they had not intended to do any work in that space. It is totally dependent upon what the last permitted use and occupancy were and what the new tenant is proposing to put there. The general rule would be: if you touch it, it needs a permit. This often hits small business owners as something of which they were completely unaware and were not expecting to address. The issue for them is the cost and time delays relative to what they were planning before they were made aware of the requirements. One potential improvement would be for DPD and OED to work together to develop a communication strategy that would alert small business owners that they should check with DPD before making any assumptions and any commitments based on those assumptions.

In terms of any permit dependencies, the following are examples:

- DPD validates that an electrical or side sewer contractor has a valid City business license prior to issuing Electrical or Side Sewer permits
- New restaurants in existing tenant spaces need approval from Seattle-King County Public Health prior to issuance of DPD permits
- Any improvement in a sprinklered building that requires modification to more than six sprinkler heads requires SFD approval prior to issuance of building permits
- Any new building or tenant improvement with a hazardous occupancy or high pile storage, use/storage of hazardous materials, etc. requires SFD approval prior to issuance of building permits
- Temporary tents/bleachers, etc. for special events need SFD approval prior to issuance of DPD permits
- New building permits requiring street improvements need SDOT Street Improvement Plan intake approval prior to intake of DPD building permit applications establishing grade/1<sup>st</sup> floor level
- Shoring and excavation on private property adjacent to a right-of-way, including any street or alley, need SDOT approval prior to issuance of DPD permits
- New buildings, additions and alterations increasing demand on infrastructure – including changed uses that impact water, sewer, power, etc. need SPU/SCL approval(s) prior to issuance of DPD permits
- Building permit applications that impact the use of Parks property or boulevards need approval from the Parks Department prior to issuance of DPD permits

In terms of opportunities for consolidation or change of licensing and permitting requirements, over the years the issue of DPD permit consolidation has been explored several times and it has been concluded that a customer oriented service ethic with discreet permits but focus on coordination between permit types is the most efficient use of resources and produces a good overall process for applicants. In addition, there is an ongoing process improvement and technology program that looks for opportunities to improve systems.

### **Seattle Fire Department Permit Requirements:**

The purpose of permits required by SFD is to provide a reasonable level of life safety and property protection from the hazards of fire, explosion or dangerous conditions in new and existing buildings, structures, premises, motor vehicles, and vessels and to provide safety to fire

fighters and emergency responders during emergency operations. As such, these permits continue to meet the purpose for which they were established. In adopting the 2011 budget, City Council approved SLI 87-2-A-1, in which the Fire Department was asked to identify “opportunities for cost savings via streamlining current work processes...” In its SLI response, SFD concluded that it will look at changes that could include streamlining processes; for example, in the hazardous materials permits; for the 2013 budget. They are also in conversation with the City Council about their fee policies and their current approach to cost recovery.

Required permits are broken out into three broad categories or schedules:

- A – Non-Hazardous Materials Permits
- B – Special Events Permits
- C – Hazardous Materials Permits

Tenant improvements to an existing structure could potentially trigger additional inspections and possibly the need for different permits. If, for example, a restaurant did a remodel and went from an occupant load of over 100 (with the use of candles) they would need an assembly permit. If they changed the use of the business from a restaurant to a nightclub, that would trigger the need for a different type of public assembly permit. In terms of dependencies, SFD responds to the need for permits on tenant improvements after DPD reviewed plans.

### **Seattle Department of Transportation Permit Requirements:**

SDOT is responsible for managing the City’s public right-of-way in order to deliver a safe, reliable, efficient, and socially-equitable transportation system. There are two permitting divisions within SDOT - Street Use and Traffic Management. Street Use issues permits for work to be done in the right-of-way, to allow the work to be monitored to make sure it meets City specifications and to manage the schedule of permit activity to minimize mobility impacts. Typical uses of right-of-way are for storage of construction materials, underground utilities; work on buildings that could affect the street area; and other long-term users like sidewalk cafes. Traffic management is responsible for the day-to-day operation of the street system and curb space. Traffic Management issues permits for parking, as well as handles requests for commercial loading and other zone parking installations. (Note: While SDOT does not issue permits that are required to open a business in Seattle, there are SDOT permits required in order to operate a business that may extend into the public right-of-way.) The following permits are issued by SDOT:

#### **Street Use -**

- Vending Permit
- Outdoor Seating Permit
- Other Business-related Encroachments
- Special Activity Permit
- Construction Activity Permit

#### **Traffic Management –**

- Commercial Vehicle Load Zone Permit

- Shuttle Bus Loading Permit
- Over-size Truck Permit
- Special Parking Permit
- Service Parking Permit
- Restricted Parking Zone Permit for Use by Business – Pilot

In general, SDOT believes that permitting requirements are achieving the purposes intended and currently see no opportunities for consolidation or changes.

In terms of any permit dependencies, although sidewalk café permits are routed to DPD to review access and egress, permits issued by SDOT do not require approval from any other city department prior to issuance.

**Seattle-King County Public Health Regulatory Permits:**

SKCPH is responsible for protecting the public from threats to their health, promoting better health and helping to assure that people are provided with accessible, quality health care. Health protection functions include disease control, such as tuberculosis, HIV, communicable disease epidemiology and immunizations, and ensuring that the air is safe to breathe and water and food are safe to consume. The following permits are issued by SKCDPH:

- Food Establishment Permits
- Structural Pest Control Permits
- Solid Waste Disposal Permits
- Plumbing/Gas Piping Permits

SKCPH believes that permitting requirements are achieving the purposes intended and do not currently see any opportunities for consolidation/changes.

**Feasibility of a One-Stop License and Permit Service<sup>1</sup>**

Due to the discrete nature and purpose of the various licenses and permits and the cost impacts and staffing challenges of establishing a physical one-stop license and permit service, it was determined that the City should consider a technology solution to assist business owners in determining permits, licenses, and other inspections or plan reviews that may be required.

The table on the following page provides some options for consideration.

---

<sup>1</sup>It should be noted that the options presented in this report are independent of any tax and licensing centralization discussions currently being considered by the Governor.

**Table 1: Business Permit Web Portal Options<sup>2</sup>**

Options	Description	Staffing Resources	Budget
New York City style Permitting "Wizard"	An interactive question style format which will produce an inventory of all permits and permit requirements. The system would be linked to on-line permits and permit applications. Goal is to create a virtual one-stop-shop providing the business with all the information they need and access to on-line permits.	Full-time staff person and IT consultants for 1 year to build out 1 industry sector. To build and maintain a program that includes the 10-20 most frequent types of businesses, it would take 2-3 years. Staff estimate to maintain would be 3 - 4 FTEs and management staff. (Based on NYC Wizard experience)	Based on NYC costs, purchasing and customizing the technology and building the program out for 1 type of business is \$1.5M. (NYC has spent \$25M to date).
Industry specific web-based checklist	Similar to the wizard with links to on-line permits and applications but without the dynamic nature of the wizard. This tool would provide an industry specific checklist of all permits needed. More static in nature. There would be links to on-line permits and applications.	Initial build out of the web system would be 1 FTE and an IT consultant to design the program. Ongoing maintenance of the program would be 0.5 - 1.0 FTE.	\$200K for consultant to build web-based tool. City staffing costs are 1 FTE IT Business Analyst for system design at \$131,000. Ongoing maintenance is 0.5-1.0 FTE for a Planning and Development Specialist at \$47,320 to \$94,640. The annual maintenance cost for the technology is \$50,000.
Business Assistance Memos (BAM)	Identify the 10-20 most common types of businesses needing permits from the City. Develop industry-specific BAM's similar to the existing Client Assistant Memos that would identify the various permits a business may need. Informational only with little on-line direct assistance.	0.5 - 1.0 FTE for 1 year to research the content of each BAM. Some staffing would be needed to keep the information on the BAM's current.	City staffing costs for a 0.5-1.0 FTE Planning and Development Specialist is \$47,320 to \$94,640. Their role is to keep the permit requirements current with code changes and with the changing industry standards. \$50K for project costs above the staffing (design, printing, etc).

<sup>2</sup> It should be noted that the estimates provided in Table 1 are illustrative of the potential project implementation costs. In order to determine more accurate costs, FAS should put together an interdepartmental team to review the scope and determine what resources would be needed and an associated timeline. Given current staffing levels and workloads, it is unlikely that internal FAS Business Technology resources could be assigned to assist in this review. Costs could range from \$60 per hour for TES to \$175 per hour for outside consultants.

As part of a Mayoral initiative launched in 2006, the City of New York built NYC Business Express. It is a one-stop website that makes starting, operating, and expanding a business in New York City clearer, faster, and simpler. NYC Business Express offers business owners and entrepreneurs the information they need to open and operate a business as well as the opportunity to apply for some permits, licenses and certifications and to check violation statuses online. (Link to [NYC Business Express](http://www.nyc.gov/portal/site/businessexpress) - <http://www.nyc.gov/portal/site/businessexpress>)

- The Requirements Wizard creates a customized list of requirements based on a unique business plan;
- The Index allows searches for permit, license, tax, incentive, and other useful information choosing the appropriate government level, i.e., city, county, state, federal, etc.
  - The Incentives Estimator helps determine if the business qualifies for money-saving incentive programs. After answering a series of detailed questions, a customized list of City, state and federal incentives are provided for which the business may be eligible
- Customers can apply online for licenses, permits, and certifications; view violations and make online payments; view property information; save customized Requirements Wizard and Incentives Estimator scenarios; and, save business information so it only has to be entered once. It can be used across all online applications.

New York City estimates the cost of the build-out at \$1.5 million per license/permit. To date, they have spent \$25 million. (NYC Business Express started as a pilot for the restaurant industry only and has grown to be all-encompassing. They now have information/instructions for most city permits/licenses/certifications, 57 out of 400 applications on-line and 8 data exchanges which are ways to pay for things like violations. NYC has a dedicated team supporting NYC Business Express made up of business analysts, content manager, rules engine manager, database administrator, and Java developers.

Acknowledging current economic conditions and understanding that the City is probably not in a position to commit the level of funding to develop a system of the magnitude of NYC Business Express at this time, the following options assembled by OED describe actions that could move the City in the direction of a licensing/permitting portal concept in smaller, incremental steps.

A less expensive option is an industry specific web-based checklist that does not have the detail of the New York Wizard site. This would target the most common types of businesses needing permits such as restaurants and retail as well as sectors that are more difficult to permit such as bio-tech, maritime and manufacturing. The checklist would include all possible permits the specific industry might need but it would be up to the applicant to determine if the permit type was applicable to their specific business. The site would link the applicant to those permits that currently can be applied for on line. Some of this information is currently available but it is not located in a single location and the applicant has to navigate several different departments and jurisdictions' web sites to find all the pieces.

Developing Business Assistance Memos (BAMs) is the lowest cost, least impact option. They would be similar to the Client Assistance Memos (CAMs) that DPD, SDOT, SPU, and SCL currently use to inform applicants. BAMs would be created for the most common types of permits businesses in general need and also develop some industry-specific BAMs to help certain sectors navigate the City systems. These are informational documents with some links to other sites for further assistance or information. Hard copies can be placed at the various permit counters and on line. BAMs could be accessed at the various departmental web sites that currently house the CAMs.

## **Conclusions and Recommendations**

There are a multitude of licenses/permits that may be required to operate a business in the city. However, it is important to note that a business could open and operate in the city and depending on what type of business is being conducted and whether there are changes of use or occupancy could trigger the requirements for all, some, or very few of the licenses/permits identified. For example, staff from the OED indicate that zoning issues that a business owner may not have been aware of often delay a business's start date and add unanticipated costs. This analysis did not address zoning, as that was determined to be outside the scope of the SLI. Since permit and license fees vary depending on the type of business and the permits required, it is impossible to determine the exact cost to a particular business. It should be noted that there are fees associated with inspections, plan reviews, etc. that may also apply but do not necessarily require a permit or license.

There are many permitting requirements across the City with discrete purposes. Some licenses/permits are intended strictly to generate revenue; others are intended to protect the public health, safety and welfare; while others are intended to manage the City's public right-of-way in order to deliver a safe, reliable, efficient, and socially-equitable transportation system. Although no specific changes are identified in this report, FAS recommends that a more focused review be conducted by each department to identify any opportunities for consolidation, elimination or simplification before moving forward with any other recommendations contained in this report.

In terms of changes to licensing and permitting requirements, potential opportunities for change might exist in deregulating some of the regulatory licenses issued by FAS. However, more thorough analyses of each regulatory license related to the risks and policy implications of any deregulation need to be conducted before any are recommended for deregulation. In its response to SLI 87-2-A-1, SFD committed to further study of its business processes related to some of its permits.

### **Recommendation**

In order to propose a manageable task for follow-up action that could potentially result in effective change, the Executive proposes an industry-specific feasibility study in response to permit/license consolidation related to the restaurant industry. The first task of the proposed analysis would be to take a closer look at those licenses and permits in the columns headed

“Coffee Shop or Restaurant” in Attachment B and determine whether the identified licenses and permits could be consolidated in the approval process for a restaurant.

During the initial stage of this work, FAS will redirect the responsibilities of an analyst to coordinate the project. Staff time would be required from OED, DPD, SFD, SDOT and S-KCPH in order for the project to succeed. At some point in 2012, outside consulting services that are currently unbudgeted may be required to assist with the permit process mapping. If it is decided to continue toward a one-stop technology solution for the restaurant industry, additional resources would be required to design the checklist and develop it.

# **Attachment A**

## **Description of Departments' Business Permits & Licenses**

### **Finance and Administrative Services**

#### **Seattle Business License**

No person, unless specifically exempted, shall engage in any business activity, profession, trade or occupation in the City without having first obtained and being the holder of a valid and subsisting license to do so, to be known as a "business license." The fee for the business license shall be \$90.00 for persons with worldwide gross income of the business and value of products of more than \$20,000 in the current calendar year that engage in any business activity, profession, trade or occupation in the City prior to July 1st and \$45.00 for persons beginning their activity on or after July 1st. The business license fee for persons with worldwide gross income of the business and value of products of \$20,000 or less in the current calendar year will be \$45.00 if prior to July 1st and \$22.50 for persons beginning their activity on or after July 1st. The fee shall accompany the application for the license.

The business license shall expire at the end of the calendar year for which it is issued. The business license shall be personal and nontransferable except as provided in subsection G of SMC 5.55.030. Applications for the business license shall be made to the Director of Finance and Administrative Services on forms provided by the Director. Each business license shall be numbered, shall show the name, place and character of the business of the licensee, and such other information as the Director deems necessary, and shall at all times be conspicuously posted in the place of business for which it is issued.

#### **Seattle Regulatory Licenses**

All persons engaged in any business activity that is regulated by the City of Seattle must obtain and maintain a City regulatory license. Businesses may obtain a regulatory license by submitting an application, accompanied by the required fee, to the Department of Finance and Administrative Services (FAS). In addition to the regulatory licenses, it may be necessary to obtain a Business License. The following list describes various regulatory licenses issued by the FAS Department.

#### **Adult Entertainment Premise, Entertainer and Manager Licenses**

##### **[SMC Chapter 6.270](#)**

The definition of adult entertainment means any exhibition, performance or dance of any type involving a person who is unclothed or partially unclothed. Adult Entertainment Premise Licenses are required for all persons operating or maintaining an adult entertainment premise in the City of Seattle. It is unlawful for any person to work as an entertainer or manager at any adult entertainment premises without having first obtained the necessary license. The license was established to prevent criminal activity in the industry and to protect the public health, safety and general welfare.

### **Adult Entertainment Premises License**

Cost: \$720/year \*prorated after July 1

Number Currently Operating In Seattle: 6

Expiration Date: December 31st

Other Departments Considered: DPD, SPD, Health, Fire, WSP

All applications for an adult entertainment premises license shall be submitted in the name of the person proposing to conduct such adult entertainment on the premises, shall be signed by such person and notarized or certified as true under penalty of perjury, and shall be accompanied by written evidence sufficient to show that such person is the owner, operator, or lessee of the premises. All applications shall be submitted on a form supplied by the Director of Finance and Administrative Services, and shall require the following information:

- The name, residence address, home telephone number, date and place of birth, and social security number of the applicant;
- The business name, address and telephone number of the establishment;
- The names, residence addresses, residence telephone numbers, social security numbers and dates of births of any partners, corporate officers and directors;
- Such information as the Director, by rule, may require concerning the identity of corporate shareholders;
- Addresses of the applicant for the five years immediately prior to the date of application;
- A description of the adult entertainment or similar business history of the applicant; whether such person or entity, in previously operating in this or another city, county or state, has had a business license revoked or suspended, the reason therefore, and the activity or occupation subjected to such action, suspension or revocation;
- A description of the business, occupation, or employment of the applicant for the three years immediately preceding the date of application;
- Such license shall include the name of at least one natural person whose name and mailing address, which shall be an address located within the State of Washington, shall appear on the adult entertainment premises license and who shall receive notices from the Department.
- A failure to provide information required by this subsection will constitute an incomplete application and will not be processed.

### **Adult Entertainer/Manager Licenses**

Cost: \$145/year \*prorated after July 1

Number of licenses issued in 2010: 836

Expiration Date: December 31

Other Departments Involved: SPD, WSP

Commencing December 5, 1988, it shall be unlawful for any person to work as an entertainer or manager at an adult entertainment premises without having first obtained from the Director of Finance and Administrative Services a license to do so, to be designated as an "adult entertainer's license," or

an "adult entertainment manager's license," respectively. The license was established to prevent the exploitation of minors and to ensure that entertainers have not assumed false names.

### **Alarm-System Monitoring License**

[SMC Chapter 6.10](#)

The City requires each alarm-monitoring company in Seattle to obtain an annual license. Alarm monitoring companies also are responsible for each false-alarm occurrence in the city. These annual license fees and false-alarm fees are the responsibility of, and billed to, the alarm-monitoring companies rather than individual alarm-system subscribers. The purpose of the license is for public safety reasons to ensure the efficient use of public safety resources.

Purpose: The main intent of the law is to hold alarm-monitoring companies and their customers more accountable for false alarms, and reduce the number of unnecessary police and fire responses. The fees offset the costs to the Seattle Police and Fire Departments of responding to false or unintentional alarms. More than 98% of all burglar and property alarms ultimately prove to be false alarms.

Alarm-monitoring companies pay the following annual fees:

- \$10 for each burglar, panic and robbery alarm (Note: there is no fee for monitored medical alarms).
- \$76 for buildings with fewer than three (3) stories and less than 200,000 square feet.
- \$223 for buildings with three (3) or four (4) stories and less than 200,000 square feet.
- \$693 for buildings with five (5) stories or more or with more than 200,000 square feet.

In addition to the annual fees, alarm monitoring companies will be billed \$115 for false burglar alarms and \$230 for false panic/duress/robbery alarms at any location inside Seattle city limits, when the Seattle Police Department (SPD) have been dispatched and arrive at the alarm location. If SPD is dispatched but the call is cancelled prior to their arrival at the alarm site, the false alarm fee is \$30.

If an alarm is due to an actual crime, no false alarm fee is charged. There is no false-alarm fee for a false fire alarm.

### **All-Ages Dance License**

#### **[SMC Chapter 6.295](#)**

Cost: \$120/year \*prorated after 7/1

Number of All-Ages Dance Licenses Currently Issued: 2

Expiration Date: September 30

Other Departments Involved: SPD, WSP, Fire, Health

This chapter is an exercise of police power for the protection of the health, safety and welfare of those who attend all-ages dances, and is not intended to create, establish or designate any particular class or group of persons who will be especially protected or benefited by its terms.

An all-ages dance license is required for all persons operating an all-ages dance. Exceptions are when the dance venue admits fewer than 250 patrons, or if the dance is sponsored by an accredited educational institution.

### **Amusement Device License**

#### **[SMC Chapter 5.32](#)**

Amusement Devices means any machine or device which provides recreation or entertainment for which a charge is made for use of play, and includes, but is not limited to, pool and billiard tables, shuffleboards, music machines, video games, pinball games, and riding devices.

Number of Businesses with Licensed Decals: 80

Cost/year: \*prorated as of June 1

Type of Decal	Exp Date	Cost/Ea
---------------	----------	---------

Non-Coin Token, or other "pmt medium"	30-Nov	\$500
Minimum price/play from 25c & 50c	30-Nov	\$50
Electronic Dart Board, Countertop Device	30-Nov	\$25
Pool Table, Billiard Table, Shuffle Board	30-Nov	\$50
Jukebox or other Music Device	30-Nov	\$50
Minimum price/play from 51c & \$1.00	30-Nov	\$100
Minimum price/play from \$1.01 & \$1.50	30-Nov	\$150
Minimum price/play is greater than \$2.00	30-Nov	\$200

### **Burglar Alarm Dealer License**

#### **[SMC Chapter 6.08](#)**

Cost/yr: \$75

Expiration Date: December 31

Number issued in 2010: 43

Other Departments Involved: SPD

A Burglar Alarm Dealer License must be obtained by any individual engaged in the business of selling, leasing, renting, servicing, inspecting, installing, maintaining, or repairing alarms or alarm systems for the purposes of preventing or detecting burglaries or robberies.

In addition, each individual engaged in the installation, servicing, or selling of an alarm or alarm system at a location other than the location on the license application must apply for an identification card with the Seattle Police Department.

### **Horse-Drawn Carriage, Horse and For-Hire Driver Licenses**

#### **[SMC Chapter 6.315](#)**

In the City of Seattle, a license is required for the for-hire horse-drawn carriage, the horse used in drawing the for-hire horse drawn carriage, and the driver for-hire of the horse-drawn carriage. It was established for revenue and regulation.

Cost/Year:

License Type	Exp Date	Cost	# Issued '10
Carriage	31-Mar	\$60	4
Carriage Horse	31-Mar	\$60	7
Carriage Driver	31-Mar	\$20	5

Other Departments Involved: SPD, Animal Shelter, Weights & Measures, Risk Management

### **Mobile Home Park License**

#### **[SMC Chapter 22.904](#)**

It is unlawful to operate a mobile home park without a valid and subsisting mobile home park license which shall be posted in a conspicuous place in the office thereof at all times. The fee for such license shall be Fifty-Five Dollars (\$55.00), plus Twelve Dollars and Fifty Cents (\$12.50) per year for each mobile home lot therein in excess of ten (10). The fee for any such license issued during the last six (6) months of the license year shall be one-half ( 1/2) the annual fee.

Mobile home park licenses shall expire at midnight July 31<sup>st</sup> of each year, and applications for renewal shall be made at least thirty (30) days prior to expiration.

Unless otherwise provided in this chapter the Director of Public Health shall be responsible for the enforcement of this chapter and is authorized to adopt rules and regulations consistent with this chapter for the purpose of carrying out the provisions hereof.

Other Departments Involved: DPD, Health, Fire, SPD  
Number of Licenses Currently Issued: 2

### **Panoram Location/Panoram Device Licenses**

#### **[SMC Chapter 6.42](#)**

Expiration Date: December 31

Cost: \$85 per location and \$85 per device

Number currently issued: 3 locations with numerous devices

Other Department s Involved: SPD, DPD, Fire, Health

All person who display, exhibit, expose or maintain upon any premises, any devices commonly known as panoram or peepshow, which exhibits photographed, videotaped, or magnetically produced images or exposes live entertainment to the viewer while the viewer is in a booth or stall, must obtain a Panoram Location License and a Panoram Device License for each device.

### **Public Bathhouse License**

#### **[SMC Chapter 6.36](#)**

Expiration Date: December 31

Cost: \$340 per year \*prorated after July 1

Number currently issued: 4

Other Departments Involved: SPD, DPD, Fire, Health

It is unlawful to conduct, manage, operate or work in a public bathhouse or reducing salon unless the establishment is licensed.

Definitions:

"Public bathhouse" means any place open to the public where Russian, Turkish, Swedish, hot air, vapor, electric cabinet or other baths of any kind are given or furnished; provided that such term shall not include ordinary tub baths where an attendant is not required.

"Reducing salon" means any place which utilizes mechanical equipment as the exclusive means of treating the body as distinguished from treatment by rubbing, kneading, or manipulation by another person.

### **Public Garage/Parking Lot License**

#### **[SMC Chapter 6.48](#)**

Expiration Date: March 31

Number of licenses issued: 620

Other Departments Involved: DPD, SDOT, SPD

Persons operating any room, building, shed, enclosure, outdoor space, uncovered plot, lot parcel, yard or other place open to the public where motor vehicles are parked, stored or kept, and a charge is made for parking, storing, or keeping the vehicles must obtain a Public Garage License.

The fee for such license is hereby fixed at the rate of **Six Dollars (\$6) per year for each one thousand (1,000) square feet** of floor or ground space contained in such parking garage or parking lot and used for parking or storage purposes.

**Collectors and Processors of Recyclable Materials License**

**[SMC Chapter 6.250](#)**

Expiration Date: March 31

Cost per license: \$100

Number of licenses currently issued: 115

Other Departments Involved: SPU

Businesses engaged in collecting or processing recyclable materials are required to provide the City with timely and accurate data on the quantities of recycled materials they collect and/or process so that the City may achieve the most cost-effective system for collection, processing, disposal or recycling of all solid wastes, including construction, demolition and land-clearing wastes generated in the City.

**Rental Housing Agency License**

**[SMC Chapter 6.222](#)**

Expiration Date: February 28

Cost: \$285 \*prorated Sept 1

Number of licenses issued: 1

Any individual, partnership, firm, corporation, company, society, association, or other group or organization who engages in the business of rental agency, solicits business for rental agencies or advertises the services of a rental agency in Seattle must obtain a license from Revenue and Consumer Affairs.

**Residential Sellers License**

**[SMC Chapter 6.260](#)**

Expiration Date: May 31

Cost:

	Annual Fee	# Issued in '09
Individual	\$155	
More than 1 Employee	\$225	7
Agents	\$50	143

Any person who initiates contact with consumers at their place of residence for the purpose of selling, attempting to sell or solicits appointments/contacts for future sale of goods or services must obtain a Residential Sellers License. This license is valid only for the product or services specified on the application.

Each licensee who employs others as agents shall procure residential seller agent identification for each agent.

Other Departments Involved: SPD

## **Taxicab Association, For-Hire Driver and Taxicab Licenses**

### **[SMC Chapter 6.310](#)**

It is unlawful to own, drive or otherwise operate within the City of Seattle any taxicab or for-hire vehicle unless the driver has a valid For-Hire Driver License; the vehicle has a valid For-Hire Vehicle License; and all vehicles are affiliated with a licensed Taxicab Association. Some of the regulatory purposes for the license are to increase the safety, reliability, cost-effectiveness, and the economic viability and stability of services within Seattle.

## **Trade Show License**

### **[SMC Chapter 6.20](#)**

A trade show license is required for any temporary exhibit, lasting less than fourteen (14) days, with twenty-five (25) or more participants. This includes, but is not limited to, home shows, street fairs, community festivals, coin, stamp and hobby shows and commercial or business fairs. An Admission Tax may be due for events charging fees for entrance.

## **Used Goods Dealer-Scrap-Pawnshop Licenses**

### **[SMC Chapter 6.288](#)**

Expiration Date: March 31

Cost: \$130 \*prorated Oct 1

Number of Licenses currently issued: 322

Other Departments Involved: DPD, SPD, Fire

Used Goods Dealer means any pawnbroker, scrap metal processor, scrap metal hauler, or person engaged in the business of purchasing, selling, trading, auctioning, consignment selling, or otherwise transferring for value, used goods. This does not include coins that are legal tender, books, magazines, and postage stamps.

## **Weighmaster and Weighers License**

### **[SMC 7.04.565](#)**

Expiration Date: April 30

Cost: \$40 \*prorated Nov 1

Number of Weighmaster Licenses: 12

Number of Weighers Licenses: 76 (no charge for Weighers license)

Any person, firm or corporation possessing a scale that complies with the specifications, tolerances, and other technical requirements for weighing devices must obtain a Weighmaster License. The Weighmaster must obtain a Weighers License for all of his employees who have the ability to correctly weight and use the scale to determine the gross and net weights of any article or commodity. The purpose of the license is for consumer protection.

## **Yellow Page Phone Book Distributors**

### **[SMC Chapter 6.255](#)**

Businesses engaged in distributing yellow pages phone books are required to report timely and accurate data and pay a per-directory fee to support the City-run Yellow Pages Opt-Out Registry to prohibit delivery of Yellow Pages to those on the registry.

## **Department of Planning and Development**

It is worth noting at the outset that a business could open and operate in this city and trigger the requirements for all, some, or none of the permits identified below. A new retail sales business moving into an existing space that had previously been used for retail sales may trigger no permits. Building a new facility may require almost every permit based on the use and occupancy proposed.

As indicated below the purpose of most of the permits is to protect the public health, safety and welfare and to protect property and the environment. We believe it is fair to say that in general the codes that are the basis of requiring the permits are achieving the purposes intended. That is not to say that any particular provision of any one of the codes might not impose a barrier to some specific business and the substance of the regulations often is required to change to deal with evolutions in business practices, technology and materials.

It should also be noted that DPD administers other codes and regulations, for example noise and environmentally critical areas, that may not themselves result in a permit being issued but may be applicable to opening or operating a business.

### **Building Permits**

Section 101.5 of the Seattle Building Code (SBC) states that the purpose of the code is to provide minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, quality of materials, occupancy, location and maintenance of all buildings and structures within the City and certain equipment specifically regulated by the code.

Section 106 of the SBC identifies what work triggers the requirement of obtaining a permit. Section 106.2 of the SBC identifies some work that is exempt from the requirement of obtaining a permit. Change of building code occupancy classification or a change in the character of an occupancy, even without construction, can also trigger the need to obtain a permit and the same is true of changing from one use to a different use per Land Use Code definitions of uses.

### **Master Use Permits**

In Section 23.02.020 of the Land Use Code (LUC) it states that the purpose of the LUC is to protect and promote public health, safety and general welfare through a set of regulations and procedures for the use of land which are consistent with the City's Comprehensive Plan. Chapter 23.76 of the LUC indicates when a Master Use Permit is required.

### **Electrical Permits**

In section 80.2 of the Seattle Electrical Code (SEC) it states that the purpose of the SEC is to promote public safety in a practical manner from hazards arising from the use of electricity.

Section 80.50 of the code identifies what work triggers the requirement to obtain a permit. Section 80.30 has exemptions for specific types of work.

## **Sign Permits**

Chapter 23.55 of the Land Use Code indicates what types of signs are allowed and prohibited. It also contains standards that are specific to each zone. In Section 23.55.001 it states, in part, that the intent of the chapter is to encourage the design of signs that attract and invite rather than demand the public's attention, and to curb the proliferation of signs. It also indicates that it is the intent is to promote the enhancement of business and residential properties and neighborhoods by fostering the erection of signs complementary to the buildings and uses to which they relate and which are harmonious with their surroundings. Finally, it also indicates that part of the intent is to protect the right of business to identify its premises and advertise its products through the use of signs without undue hindrance or obstruction.

## **Mechanical Permits**

In section 102 of the Seattle Mechanical Code (SMC) it states that the purpose of the code is to provide minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, installation, quality of materials, location, operation, and maintenance or use of heating, ventilating, cooling, refrigeration systems, incinerators and other miscellaneous heat-producing appliances within the City. Section 115 of the SMC indicates when a permit is required and what activities are exempt.

## **Energy Code**

Section 1110 of the Seattle Energy Code states that the purpose of the Code is to provide minimum standards for new or altered buildings or structures or portions thereof, including systems and equipment used for commercial and industrial processes contained therein, to achieve efficient use and conservation of energy. Although a separate energy permit is not issued installation of mechanical or similar equipment, construction or alteration of a building or a change of use or occupancy may trigger compliance with the requirements of the Seattle Energy Code.

## **Boiler and Pressure Vessel Permits for Installation and Annual Inspection**

In Section 10 of the Seattle Boiler and Pressure Vessel Code it states that the purpose of the code is to provide minimum standards for the protection of public health, safety and property by regulating and controlling the quality, location and installation of boilers and pressure vessels, piping and appurtenances. Section 190 of the code indicates when a permit must be obtained and Section 100 indicates what is exempt from the requirements of the code. Section 230 indicates when regular reinspections are required for a pressure vessel. Section 280 outlines the licensing requirements for pressure vessel operators.

## **Refrigeration Permit for Installation and Annual Inspection**

These are a variety of the mechanical permits mentioned above and are required when certain refrigeration systems specified in Chapter 11 of the Mechanical Code are installed or repaired. In addition, Section 122 of the Mechanical Code also requires that operators of systems of a certain size obtain an annual operating permit which requires an inspection by DPD.

## **Elevator or Escalator Permit for Installation and Annual Inspection**

Chapter 30 of the Seattle Building Code states that the purpose of the chapter is to protect persons, buildings and the contents thereof from hazards arising from the use of elevators, dumbwaiters, material lifts, escalators, moving walks and other conveyances by establishing minimum requirements regarding the design, construction, alteration, operation of such devices. The installation of a device requires a separate permit and once a device is installed annual inspections by the City are required.

## **Side Sewer Permit for Repair or Installation**

Chapter 21.16 of the Seattle Municipal Code is known as the “Side Sewer Code” and is administered by DPD under a memorandum of agreement with SPU. The purpose of the code is to promote the public health, safety and welfare. A permit is required for installation or repair of a side sewer.

## **Stormwater Code**

The portion of the Stormwater Code that is administered by DPD relates to drainage plans. The Stormwater Code has many purposes including protecting life, property and the environment. The complete list of purposes is set forth at 22.800.020. Section 22.807.020 establishes the thresholds for drainage control review.

## **Excavation and Grading Permit**

Section 22.170.030 of the Grading Code states that the purposes of the code are to protect life, property and the environment from loss, injury and damage by pollution, erosion, flooding, landslides, strong ground motion, soil liquefaction, accelerated soil creep, settlement and subsidence, and other potential hazards. Section 22.170.060 indicates when a grading permit is required.

# Seattle Fire Department

## **Seattle Fire Code**

### **SFC 101.2 Scope**

This code establishes regulations affecting or relating to structures, processes, premises, *motor vehicles*, *vessels*, and safeguards regarding:

1. The hazard of fire and explosion arising from the storage, handling or use of structures, materials or devices;
2. Conditions hazardous to life, property or public welfare in the occupancy of structures or premises;
3. Fire hazards in the structure or on the premises from occupancy or operation;
4. Matters related to the construction, extension, repair, alteration or removal of fire suppression or alarm systems;
5. Conditions affecting the safety of fire fighters and emergency responders during emergency operations.

### **SFC 101.3 Intent**

The purpose of this code is to establish the minimum requirements consistent with nationally recognized good practice for providing a reasonable level of life safety and property protection from the hazards of fire, explosion or dangerous conditions in new and existing buildings, structures, premises, *motor vehicles*, and *vessels* and to provide safety to fire fighters and emergency responders during emergency operations.

### **SFC 105.3 Conditions of a permit**

The *fire code official* may condition any permit, increasing or decreasing the scope of activity, and/or specifying fire safety provisions in addition to those established by this code, if the *fire code official* deems such conditions necessary to provide reasonable public safety.

A permit shall constitute permission to maintain, store or handle materials; or to conduct processes which produce conditions hazardous to life or property; or to install equipment utilized in connection with such activities; or to install or modify any *fire protection system* or equipment or any other construction, equipment installation or modification in accordance with the provisions of this code where a permit is required by Section 105.6 or 105.7. Such permission shall not be construed as authority to violate, cancel or set aside any of the provisions of this code or other applicable regulations or laws of the jurisdiction

## **Administrative Rule 9.01.09**

### **INTENT**

It is the intent of this rule to ensure that life safety systems and equipment are installed, inspected, tested, or maintained by individuals who have demonstrated a basic knowledge to perform such work in accordance with the Seattle Fire Code and nationally recognized standards.

## **Required SFD Permits**

Required SFD permits are broken out into three broad categories or schedules (A – Non-Hazardous Materials, B – Special Events, and C – Hazardous Materials) in the Fee Ordinance

(SMC 22.602). In addition, we collect fees for plan reviews, certification examinations and special inspections.

- Schedule “A” consists of Non-Hazardous Materials permits - which are annual Place of Assembly permits - and the renewal of those permits. The fees, both for the original application and the renewal, are flat fees that are based on the occupant load of the venue or facility. The rationale for the permit fees is that the larger the facility, the longer it will take to conduct safety inspections; thus the cost of the permit goes up as the number of occupants increases.
- Schedule “B” are Special Events permits that have a flat fee and are temporary in nature with no renewals. Permit fees are based on size of occupancy (e.g., temporary place of assembly permits) and/or hazard (e.g., fireworks displays, open flame in place of assembly and temporary special hazards). Fees increase with the size of the event and time anticipated for inspection.
- Schedule “C” consists of the Hazardous Materials permits. Fees are either a flat fee or determined by a fee calculation of the quantity of the material stored and/or handled and the relative risk posed by each material (calculations are done on the Fee Worksheet). For the most part, fee prices are driven by the quantity of and the hazard or risk posed by the hazardous materials.
- Fees for other services are as follows:
  - Certification examinations – flat fee; renewed every three years. Tied to cost recovery. Inspections outside of normal business hours – labor costs, including applicable overhead (these are done at the request of the contractor or business and not initiated by the Fire Department). Fees are 100% cost recovery.
  - Missed/failed inspections – labor costs, including applicable overhead. Fees are 100% cost recovery.
  - Compliance re-inspections; greater than three – flat fee per additional inspection. This cost was originally intended to serve as incentive for businesses to comply with Notices of Violation.
  - Plans examination/review (architectural and fire safety system plans for new or renovated buildings) – hourly rate. Hourly rate was originally tied to be slightly below market. Steady increases over the past few years have brought it to market rate. Currently, Plan Reviewers provide technical assistance without charge.
  - Fire protection system field inspection – flat fee and/or base fee plus per device flat fee. Tied to cost recover.

## **Seattle Department of Transportation**

SDOT is responsible for managing the City's public right-of-way in order to deliver a safe, reliable, efficient, and socially-equitable transportation system. There are two permitting divisions within SDOT: Street Use and Traffic Management. Street Use issues permits for work to be done in the right-of-way, monitors it to make sure it meets city specifications, and manages the schedule of permit activity to minimize mobility impacts. Typical uses of right-of-way are for storage of construction materials; underground utilities; work on buildings that could affect the street area; and other long-term uses like sidewalk cafes. Traffic Management is responsible for the day-to-day operation of the street system and curb space. Traffic issues permits for parking, as well as handles requests for commercial loading and other zone parking installations. SDOT primarily does not issue permits that are required to open a business in Seattle. However, there are SDOT permits that may be required in order to operate a business that may extend into the public right-of-way.

### **Street Use Division**

It is unlawful for anyone to make use, as defined by SMC 15.02.048, of any public place without first securing a written permit from the Director of Transportation (SMC 15.04.010). Use means the exercise of dominion or control over or occupation of all or part of a public place, or the right to do so. It includes constructing, storing, erecting, placing upon, or maintaining, operating any inanimate object in, upon, over or under any public place.

A Street Use Permit Fee Schedule shall be adopted by City Council to establish the schedule of fees applicable to all Street Use permits. The amount of the fees shall cover the costs of administration, inspection, and policing involved in the issuance and continuance of Street Use permits and with the use and occupation authorized (SMC 15.04.074). The current Street Use Fee Schedule was adopted in 2010 as Attachment A to Ordinance 123477, as amended by Ordinances 123485 and 123585, and establishes permit fees for over 80 different Street Use permit types. Street Use permits are not transferrable. If a business changes ownership, the new owner is required to obtain a new Street Use permit for the existing use. The following list describes various permits issued by Street Use that a business is required to obtain if their business operations extend into the public right-of-way.

- **Vending permits**

Vending is a type of use of the public right-of-way that requires a Street Use permit (SMC 15.02.048 and 15.17.005). The Street Use Fee Schedule identifies four different vending permit types: 14A-vending cart (food or flowers), 14C-first amendment vending, 14D-Stadium vending (April-September), and 14E-Stadium vending (October-March). City Council is currently considering new vending legislation for 2011 that would authorize additional vending-related activity in the right-of-way and add new vending permit types to the Street Use Fee Schedule.

- **Outdoor seating**

If a business wishes to set-up seating outside of their business on the sidewalk or other public place, a Street Use permit is required (SMC 15.02.048 and 15.16.010). The Street Use Fee Schedule identifies two different outdoor seating permit types: 14B-tables and chairs and 18-sidewalk café. The tables and chairs permit allows businesses to set out tables and chairs adjacent to their business that are open for use by the general public. The sidewalk café permit

allows food-service businesses to set out a fenced seating area for use exclusively by their customers.

- **Other business-related encroachments**

Anytime items are placed upon a public place a Street Use permit is required (SMC 15.02.048). There are several scenarios where a business may place items in the public place and be required to obtain a Street Use permit. The Street Use Fee Schedule identifies the following other permit types: 18A-merchandise display (SMC 15.17.150); 6-signs extending over right-of-way, 2A-fixed ground signs, 2-small directional signs; 27A-stanchions, 27-awnings, marquees; 52-street decorations (planters); 12-material storage; and 21-underground storage.

There are also scenarios where the existing building structure or appurtenances may project into the public right-of-way: 7-structures and overhangs; 16 and 16B areaways; 29A-retaining walls, fences; 17-elevator doors; 9-vaults, 21A-non-public utilities, 21B-storage tanks; 8-ventilating ducts.

Street Use also administers the Council approved term permits: 61K, 61L, and 61M-skybridges (SMC 15.64); 61E and 61F-sub surface structures (utilities and tunnels); 61G, 61H, and 61I-at grade structures; 61J, 61N, and 61O-above grade structures (bridges and ramps).

- **Special Activities**

If a business wants to hold a temporary activity in the public place, a Street Use permit is required. These may include: 3A-Temporary activities (Sidewalk sales, grand openings) and 3B-Farmer's Market.

- **Construction activity**

Anytime a business proposes to do work in the right-of-way, this includes temporarily storing material or dumpster; erecting scaffolding or operating a lift, boom, or pump truck; ground disturbance; utility service connections; planting a tree or clearing vegetation; sidewalk repair; or otherwise blocking pedestrian or vehicular mobility, a Street Use permit is required.

## **Traffic Management**

All vehicles and operators on the streets of the City shall conform to the provisions of the Traffic Code, Title 11. This includes maintaining valid driver licenses, vehicle licenses, and obtaining special operating and parking permits. The Traffic-related permit fees are listed in SMC Chapter 11.23. The Traffic Management of SDOT issues the following vehicle operation and parking permits that a business may need to operate their business.

- **Commercial Vehicle Load Zone (CVLZ) Permit**

A CVLZ permit is required for each truck licensed vehicle operated by a company that performs commercial loading activity in the City's curb space designated as a Commercial Vehicle Load Zone (SMC 11.23.030 and SMC 11.14.113).

- **Shuttle Bus Loading Permit**

A shuttle bus loading permit is required for each shuttle bus licensed vehicle operated by a company that performs shuttle bus activity in the City's curb space designated as a Shuttle Bus Zone (SMC 11.23.034 and 11.14.568).

- **Over-size Truck Permits**

Trucks that operate on City streets that exceed licensed dimensions (over-width, over-height, over-length, over-weight) are required to obtain the applicable permit (SMC 11.23.120).

- **Special Parking Fees**

As part of business operations, special parking may be desired by the business. The following special parking scenarios require permits from Traffic: Car Share parking (SMC 11.23.150); Carpool parking (SMC 11.23.120); Reserve paid parking spaces (SMC 11.23.120).

- **Service Parking Permits**

A business may seek a service parking permit in order to render building maintenance service or perform on-street service, including loading or unloading operations (SMC Chapter 11.26).

- **Restricted Parking Zone Permits for Use by Businesses – Pilot**

Through 2011, qualified businesses and institutions may apply for and receive restricted parking zone permits to park in a restricted parking zone in the Initial Segment LINK Light Rail transit station areas, including Rainier Beach, Othello, Columbia City, Mount Baker and Beacon Hill (SMC 11.16.316).

## **Seattle-King County Public Health**

### **Local Hazardous Waste Management Fee**

#### **King County Board of Health – Rules & Regulations 66; Board of Health Code section 2.08.090 (as amended by R&R 11-02, April 21, 2011)**

Fees collected by the Seattle/King County Public Health (SKCPH) for the management of moderate risk waste generation, and its entry into the solid waste stream, entry into the liquid waste (sewage) stream, into storm drainage or surface waters, and evaporation into the air.

### **Officers and Administration**

#### **King County Board of Health Code – Title 2**

Schedule of fees collected by the SKCPH for all Environmental Health Division programs:

- Chapter 2.06 – Miscellaneous Fees
- Chapter 2.08 – Hazardous Waste Management Coordination Committee
- Chapter 2.10 – Food Establishments – Title 5
- Chapter 2.12 – Pesticides – Title 7
- Chapter 2.13 – Zoonotic Disease Prevention – Title 8
- Chapter 2.14 – Solid Waste Handling – Title 10
- Chapter 2.15 – Hazardous Chemicals – Title 11
- Chapter 2.16 – Water – Title 12
- Chapter 2.18 – On-Site Sewage – Title 13
- Chapter 2.20 – Swimming and Spa Pools – Title 14
- Chapter 2.22 – Schools – Title 15

### **Food Establishment Permits**

#### **King County Board of Health Code – Title 5**

Fees collected by the SKCPH for the design review, pre-opening construction inspection, and operational inspections of food establishment.

### **Structural Pest Control Permit**

#### **King County Board of Health Code – Title 7**

Fees collected by the SKCPH for the regulation of the use of pesticides, the registration and regulation of persons engaged in the business of structural pest control, exterminators, fumigators, and the licensing and regulation of master structural pesticide applicators.

### **Zoonotic Disease Prevention**

#### **King County Board of Health Code – Title 8**

Fees collected by the SKCPH for the prevention of zoonotic disease and include rabies control, rodent control and provisions for pet shops, commercial kennels, pet daycare facilities, animal shelters, pet grooming services, pet food retail businesses and poultry retail businesses.

**Solid Waste Disposal Permits**  
**King County Board of Health – Title 10**

Fees collected by the SKCPH for the design review, construction inspection, operational inspection, and closure inspection of solid waste disposal sites, intermediate waste handling facilities, composting facilities, collection/transportation vehicles, biomedical waste transportation and biomedical waste storage/treatment sites.

**Illegal Drug Labs**  
**King County Board of Health – Title 11**

Fees collected by the SKCPH for the review of work plans for the decontamination, demolition or disposal of property contaminated by hazardous chemicals used in illegal drug storage or manufacture, or the verification of decontaminated, demolition or disposal, including property inspection by the director.

**Water Systems**  
**King County Board of Health – Title 12**

Fees collected by the SKCPH for the design review, installation inspections, maintenance, and monitoring of small public water supply systems.

**On-site Sewage Disposal Systems**  
**King County Board of Health – Title 13**

Fees collected by the SKCPH for the design review, installation inspections, maintenance, and monitoring of on-site sewage disposal systems.

**Water Recreation Facility Permits**  
**King County Board of Health – Title 14**

Fees collected by the SKCPH for the design review, pre-opening construction inspection, and operational inspections of swimming and spa pools.

**New School Construction**  
**King County Board of Health – Title 15**

Fees collected by the SKCPH for the design review, pre-opening construction inspection of new/remodeled school facilities.

**Plumbing and Gas Piping Permits**  
**SMC Title 22, Subtitle V Plumbing Code, Chapters 22.500 – 22.506; Subtitle IX Permit Fees, Chapters 22.900A and 22.900G**

Fees collected by the SKCPH for the design review, pre-opening construction inspection of plumbing fixtures and gas piping fixtures.

**Attachment B: Example Scenarios\***

<u>Licenses/Permits</u>	Existing structure - no tenant improvements			Existing structure - with tenant improvements resulting in change of use			New construction		
	<u>Coffee Shop or Restaurant</u>	<u>Consulting</u>	<u>Automobile Repair Garage</u>	<u>Coffee Shop or Restaurant</u>	<u>Consulting</u>	<u>Automobile Repair Garage</u>	<u>Coffee Shop or Restaurant</u>	<u>Consulting</u>	<u>Automobile Repair Garage</u>
<b>Department of Planning and Development Permits/Licenses:</b>									
<b>Building Permits</b>				X	X	X	X	X	X
<b>Master Use Permits</b> (In most cases only a Type I MUP would be required. Depending on the size of the establishment, a Type 2 MUP might be required.)				X	X	X	X	X	X
<b>Electrical Permits</b>				X	X	X	X	X	X
<b>Sign Permits</b>	X	X	X	X	X	X	X	X	X
<b>Mechanical Permits</b>				X	X	X	X	X	X
<b>Boiler and Pressure Vessel Permits for Installation and Annual Inspection</b>				X	*	X	X	*	X
<b>Refrigeration Permit for Installation and Annual Inspection</b>				*	*	*	*	*	*
<b>Elevator or Escalator Permit for Installation and Annual Inspection</b>				*	*	*	*	*	*
<b>Side Sewer Permit for Repair or Installation</b>				X	X	X	X	X	X
<b>Excavation and Grading Permit</b>				*	*	*	*	*	*

\*The cells containing asterisks indicate that it depends on such things as zoning, use or occupancy. Permits may or may not be required.

	Existing structure - no tenant improvements			Existing structure - with tenant improvements resulting in change of use			New construction		
	<u>Coffee Shop or Restaurant</u>	<u>Consulting</u>	<u>Automobile Repair Garage</u>	<u>Coffee Shop or Restaurant</u>	<u>Consulting</u>	<u>Automobile Repair Garage</u>	<u>Coffee Shop or Restaurant</u>	<u>Consulting</u>	<u>Automobile Repair Garage</u>
<b>Seattle Fire Department Permits:</b>									
<b>Place of Assembly Permits</b> Occupant load > 100	X			X			X		
<b>Special Event Permits</b>									
<b>Hazardous Materials Permits</b>			X			X			X
<b>Department of Transportation Permits:</b>									
<b>Street Use - none of the permits listed below are required unless the business chooses to do one or more of the following activities in the right-of-way</b>									
<b>Vending Permits</b>									
<b>Outdoor Seating Permits</b>	X						X		
<b>Other Business-related Encroachments Permit</b>	X	X	X				X	X	X
<b>Special Activities Permits</b>	X	X	X						
<b>Construction Activity Permits</b>				X	X	X	X	X	X
<b>Traffic Management -</b>									
<b>Commercial Vehicle Load Zone Permits</b>	*		*				*	*	*
<b>Shuttle Bus Loading Permits</b>							*	*	*
<b>Over-size Truck Permits</b>							*	*	*
<b>Special Parking Permits</b>	*	*	*				*	*	*

\*The cells containing asterisks indicates that it depends on such things as zoning, use and occupancy. Permits may or may not be required.

	Existing structure - no tenant improvements			Existing structure - with tenant improvements resulting in change of use			New construction		
	<u>Coffee Shop or Restaurant</u>	<u>Consulting</u>	<u>Automobile Repair Garage</u>	<u>Coffee Shop or Restaurant</u>	<u>Consulting</u>	<u>Automobile Repair Garage</u>	<u>Coffee Shop or Restaurant</u>	<u>Consulting</u>	<u>Automobile Repair Garage</u>
<u>Licenses/Permits</u>									
Service Parking Permits	*	*	*				*	*	*
Restricted Parking Zone Permits for Use by Businesses									
Seattle-King County Public Health Regulatory Permits:									
Food Establishment Permits	X			X			X		
Structural Pest Control Permits									
Solid Waste Disposal Permits									
Plumbing/Gas Piping Permits				X	X	X	X	X	X
Finance and Administrative Services Licenses:									
City Business License	X	X	X	X	X	X	X	X	X
Adult Entertainment Premise, Entertainer and Manager Licenses									
Alarm System Monitoring License									
All Ages Dance License									
Amusement Devise License									
Burglar Alarm Dealer License									
Horse-drawn Carriage, Horse and For-hire Driver Licenses									

\*The cells containing asterisks indicates that it depends on such things as zoning, use and occupancy. Permits may or may not be required.

	Existing structure - no tenant improvements			Existing structure - with tenant improvements resulting in change of use			New construction		
	<u>Coffee Shop or Restaurant</u>	<u>Consulting</u>	<u>Automobile Repair Garage</u>	<u>Coffee Shop or Restaurant</u>	<u>Consulting</u>	<u>Automobile Repair Garage</u>	<u>Coffee Shop or Restaurant</u>	<u>Consulting</u>	<u>Automobile Repair Garage</u>
<u>Licenses/Permits</u>									
Mobile Home Park License									
Panoram, Location and Device Licenses									
Public Bathhouse License									
Public Garage/Parking Lot License									
Collectors and Processors of Recyclable Materials License									
Rental Housing Agency License									
Residential Sellers License									
Taxicab Association, For-Hire Driver and Taxicab Licenses									
Trade Show License									
Used Goods Dealer - Scrap - Pawnshop Licenses									
Weighmaster and Weighers Licenses									
Yellow Page Phone Book Distributors License									

\*The cells containing asterisks indicates that it depends on such things as zoning, use and occupancy. Permits may or may not be required.



START  
your business

GROW  
your business

GREEN  
your business



[home](#) > [start your business](#) > [street-food vending](#)

## Street-Food Vending

### What is Street-Food Vending?

Mobile food vending can be a variety of carts, stands or converted vehicles from which food is prepared and served.

### What Do I Need Before Operating a Food Cart or Truck?

Before starting your Street-Food Vending business, review this checklist of what is required.

### Where Would You Like To Vend?

[Street/Sidewalk/Public Plaza](#)

[Private Property](#)

[City Park](#)

Speak with  
someone  
now

FAQs

sign up for  
the growseattle  
daily digest



- Business in Seattle
- Starting a Business
- Economic Indicators
- Financial Support
- Technical Assistance
- Street-Food Vending**
- Environmental Programs
- Economic & Demographic Data
- Site Selection
- Mayor's Small Business Awards
- Links & Resources

## Street-Food Vending

### What is Street-Food Vending?

- A food cart on the sidewalk;
- A vehicle from which food is prepared and served;
- A mobile truck that drives through the city and vends on the sidewalk.



### What do I need before operating a food cart or truck in the city of Seattle?

1. **Are you a registered business in the State of Washington?** All businesses are required to register their trade name and obtain a state business license (or Unified Business Identifier (UBI) number) prior to operating in Washington state.
2. **Do you have a City of Seattle business license?** Every food cart or truck vendor is required to have a City business license. Click [here](#) to apply online.
3. **Do you have a Mobile Food Unit Permit or exemption from Public Health - Seattle & King County?** A permit or exemption must be obtained from Public Health to operate a food vending cart or food vehicle in the city of Seattle. **Note: All food vendors are required to be within 200 feet from a useable restroom.**
  - a. **Do you plan to operate a converted food truck?** Washington State Department of Labor & Industries approval must be provided for food vehicles before Health Department plan review. Click [here](#) for more information.
4. **Are you planning on using liquid petroleum gas (i.e. Propane) or Open Flame (i.e. Wood or Charcoal) to prepare the food?** A permit from the Seattle Fire Marshal is required for use of propane or an open flame. Click [here](#) for more information.
5. **Where would you like to vend?**
  - a. Street/Sidewalk/Public Plaza - City right-of-way (i.e. curbspace, sidewalk, public plaza, etc.)
  - b. Private Property - Privately owned property (i.e. parking lots, private plaza etc.)
  - c. City Park - Property owned by the Parks Department



**STREET/SIDEWALK/PUBLIC PLAZA**

**2011 - 2012 Statement of Legislative Intent**

**Approved**

Tab	Action	Option	Version
48	1	A	1

**Budget Action Title:** FAS-Business Permit and Licensing Review

**Councilmembers:** Bagshaw; Conlin; Rasmussen

**Staff Analyst:** Phyllis Shulman

**Budget Committee Vote:**

Date	Result	SB	BH	SC	TR	JG	NL	RC	TB	MO
11/10/2010	Pass 8- 1-Absent	Y	Y	Y	Y	Y	Y	Y	-	Y

**Statement of Legislative Intent:**

The Council requests that the Department of Finance and Administrative Services (FAS) identify and categorize all City-issued licenses and permits required to open and operate a business in Seattle. This review should be done in collaboration with the Office of Economic Development and departments with regulatory authority over business activities including, but not limited to, the Department of Planning and Development, the Seattle Department of Transportation, the Seattle Fire Department, and Seattle Public Utilities. This review should address all business types that could locate in Seattle. However, results may be aggregated by North American Industry Classification System grouping or similar subdivision. FAS is also requested to work with departments to analyze the original purpose of each license and permit requirement and analyze whether the license or permit continues to achieve its intended purpose.

Once completed, FAS is requested to provide a written report by August 1, 2011 that includes the review data, identifies any opportunities for consolidation or change of licensing and permitting requirements, and establishes a scope for analyzing the feasibility of developing a Master Licensing system (one stop license and permit service) that the City would implement including what staff resources would be needed to do the analysis and a timeline for the analysis.

**Responsible Council Committee(s):** Finance and Budget; Regional Development & Sustainability

**Date Due to Council:** August 1, 2011