



Before Choosing a Business Location In Kirkland

FREQUENTLY ASKED QUESTIONS

The City of Kirkland wants you to have success with your new or expanding business. The Development Services Division encourages you to consider the following questions before you decide on a location, move into a new space or expand your current business. The brochures referenced in this handout are available at City Hall or online at www.ci.kirkland.wa.us.

- **Is this an allowable use?**
- **When is a permit required?**
- **Will there be other requirements such as additional parking and landscaping?**
- **Is Design Review required?**
- **Will I have to pay traffic impact fees?**
- **How much will a permit cost?**
- **Is a business license required?**

Is this an allowable use?

This should be the first question you verify with the City. The City’s zoning and building codes regulate the types of uses in designated land use areas and in certain types of structures. To determine the zoning of your property and the types of allowed uses, call or visit the Planning Department. Planning staff will review the zoning map and land use chart to determine if your proposed use is allowed. You may also review the map and chart online at www.KirklandPermits.net by clicking on “Zoning Code.”

When is a permit required?

Building permits are required when there are modifications to walls, ceilings or partitions over 5 ft. 9 in. A building permit is also required when there is a change of the occupancy classification (**change in use**) of any space as defined in the International Building Code (i.e., warehouse space converted to retail space.) **A change in use** may also require barrier free accessibility upgrades such as accessible parking spaces and restrooms. To have a better understanding of what permits may be required, you are encouraged to request a pre-submittal meeting.

Other City permits are required for:

- ✓ Modifications to the electrical system, such as lighting and outlet modifications.
- ✓ Modifications to the plumbing system such as sinks, toilets, urinals or plumbing pipe modifications.

- ✓ Modifications to the mechanical system such as heating and cooling ducts, air conditioning units, furnaces, gas piping, hoods and exhaust fan modifications.
- ✓ The installation of any signs. [Refer to “*Signs: A Guide To Signs In Kirkland*”]
- ✓ Modifications to the fire alarm or fire sprinklers systems.
- ✓ Outdoor seating and café permits. If you wish to have outdoor seating or a sidewalk café, please contact the Planning Department.

[Refer to *Commercial/Industrial Tenant Improvement Requirement Checklist*]

Will there be other requirements such as additional parking and landscaping?

When a property changes “**use**” as described above, different zoning regulations may apply such as for parking or landscaping. Upgrades to the parking area may also require upgrades to the storm water retention system. A **change in use** occurs when the existing nature of the existing or previous activities taking place on the property differs from what you are proposing. A change of “**use**” as defined in the Kirkland Zoning Code (KZC) refers to the nature of activities taking place on private property or within structures. Each separate listing under the “**use**” column in the Chapters 15-60 KZC is a separate use.

CITY OF KIRKLAND – DEVELOPMENT SERVICES

123 Fifth Avenue, Kirkland WA 98033

Visit our website at www.ci.kirkland.wa.us

Is Design Review required?

If your project is located in the Central Business District, North Rose Hill Business District, Totem Lake Business District, Rose Hill Business District or Juanita Business District and you are proposing to work on the exterior of the structure, your project may need to be reviewed by the City's Design Review Board. Please contact the Planning Department prior to submitting a building permit application to determine if Design Review will be required. [Refer to "*Design Review Process in Kirkland*"]

Will you have to pay traffic impact fees?

This is one of the most commonly overlooked issues by new businesses! New businesses are required to pay traffic impact fees when there is a **change in use** that causes an increase in traffic generation. As an example, if an office use replaces a retail use, the office use generates more traffic during the afternoon peak traffic periods and traffic impact fees are required. Please

contact the Public Works Department to determine if traffic impact fees will be due.

How much will a permit cost?

Building permit fees are based on the valuation of construction costs. A list of fee schedules for building, mechanical, electrical, plumbing and sign permits is available at City Hall or online through the Building Department website. Traffic Impact fees are due at the time a permit is issued.

Is a business license required ?

The City requires any business operating within city limits to be licensed **prior to** operating. The Business License Division handles the processing of business licenses and regulatory licenses such as cabaret and pool table licenses. License application forms are available at City Hall or online through the Finance & Administration website.

Important Contact Information - Note: City Development Services Staff (Public Works, Planning and Building Departments) are available Monday – Friday 8:00 AM to 5:00 PM except Wednesdays from 8:00 AM to 10:30 AM.

Kirkland City Hall

www.ci.kirkland.wa.us
123 5th Avenue
Kirkland, WA 98033

Waste Management Sno-King

T. 425.814.1695

Public Works Department

http://www.ci.kirkland.wa.us/depart/Public_Works.htm
T. 425.587.3800 **F.** 425.587.3807

Kirkland Permits

www.KirklandPermits.net

Department of Planning & Community Development

T. 425.587.3225 **F.** 425.587.3232
www.ci.kirkland.wa.us/depart/planning/planning.htm

MyBuildingPermit.com

www.MyBuildingPermit.com

Finance & Administrative Services Department Business Licenses

T. 425.587.3140
www.ci.kirkland.wa.us/depart/finance/buslicense/htm

Northwest Properties (sale or lease)

www.nwproperties.net

Fire & Building Department

T. 425.587.3600 **F.** 425.587.3651
www.ci.kirkland.wa.us/depart/fire_bldg/bldg/building_home.htm

NW Maps

www.nwmaps.net

CITY OF KIRKLAND – DEVELOPMENT SERVICES

123 Fifth Avenue, Kirkland WA 98033

Visit our website at **www.ci.kirkland.wa.us**