



# Welcome Kirkland Businesses

## BUSINESS LICENSE

The City of Kirkland is pleased that you have chosen Kirkland as a place to do business. Whether you are opening a new business, or have operated a business in Kirkland for years, there are many state and local regulatory requirements that you may want to become familiar with.

To better assist you in knowing who to contact about these requirements, we've created the following directory of city departments and other organizations describing the key areas of responsibilities and services they provide. For more information, call or stop by the department's mentioned below on your next visit to City Hall.

## CITY OF KIRKLAND DEPARTMENT DIRECTORY

### BUSINESS LICENSING AND UTILITIES DIVISION

**Contact the Finance Customer Accounts Division at (425)587-3140 for assistance regarding:**

- Business licenses are required to operate a business in Kirkland. The Business License Division handles the processing of business licenses and other licensing requests. Stop by or telephone them to obtain a business license application form.
- In addition to a city business license, a Washington State Business License is required. Contact the Washington State Department of Revenue at (425)649-4388.
- Regulatory licenses such as cabaret, pool table licenses, admissions licenses.
- City of Kirkland utilities, waste water, garbage, sewer: (425)587-3010
- Municipal Parking Garage parking permits: (425)587-3140

### PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

**Contact the Planning and Community Development at (425)587-3225 for assistance regarding:**

- Before signing a lease for a business location, determine if the use is allowed in the zone in which the business will be located.
- Home businesses conducted in a residential building or changes from a residential use to a commercial use
- Sign requirements (size, type, location, grand opening events)
- Parking requirements (quantity, layout)
- Screening of garbage receptacles and mechanical rooftop appurtenances
- Outdoor seating cafe permits
- In the Central, Juanita, North Rose Hill, Rose Hill and Totem Lake Business Districts, special design regulations are in place which may require design review, these Districts may also have limitations regarding ground floor uses or parking requirements.

### FIRE AND BUILDING DEPARTMENT

**Contact the Building Department at (425)587-3600 for assistance regarding:**

- A building permit is needed for tenant improvement remodels if:
  - ✓ moving walls
  - ✓ changing electrical fixtures and outlets
  - ✓ changes in exiting
  - ✓ sign installation
  - ✓ air conditioning units

**Contact the Bureau of Fire Prevention at (425)587-3650 for assistance regarding:**

- Storing or using hazardous materials such as paints or other flammable liquids, acids, and compressed gases.
- Remember to have adequate electrical outlets for your business needs without use of extension cords.
- Changes involving the fire alarm or fire sprinkler systems.
- Remember to have adequate fire extinguishers for your business.

### PUBLIC WORKS DEPARTMENT

**Contact the Public Works Department at (425)587-3800 for assistance regarding:**

- For garbage and recycling pick up, contact Waste Management Sno-King at (425)814-1695.
- For free assistance on increasing your business recycling opportunities, recycling unique materials, or promoting the purchase of recycled content products, contact the City's Recycling Coordinator at (425)587-3804.
- As a business owner, you can do your part to keep stormwater clean and free of toxic materials through the use of "Best Management Practices" (BMPs) such as covering stockpiled materials containing liquids that might spill, and sweeping rather than hosing to clean paved surfaces. Materials such as motor oil, anti-freeze, or even soap can be devastating to the natural environment. To learn more about BMPs that you must use for your business, contact the Stormwater Utility Engineer at (425)587-3906.
- A Change of Use (e.g. retail to restaurant...) may require payment of traffic impact fees. Call (425)587-3869.
- For businesses with more than 100 employees, a Transportation Management Plan may be required to reduce the use of single occupant vehicles and encourage use of non-motorized transportation options. Call (425)587-3869.

## CITY OF KIRKLAND CITY HALL

123 Fifth Avenue, Kirkland WA 98033 General Information: 425-587-3000 Fax: 425-587-3110

Visit our website at [www.ci.kirkland.wa.us](http://www.ci.kirkland.wa.us)

## OTHER BUSINESS ORGANIZATIONS

### **Kirkland Economic Partnership (KEP)** (Your business advocate)

Contact the KEP Office at (425) 587-7066 for more information and assistance in:

- Developing and utilizing a comprehensive business plan
- Help with: signage, permits, parking, site selection, space needs, zoning or other regulatory issues
- Effectively networking to insure equitable market share
- Selection and participation in community organizations

Please check the web at [www.kirklandnow.com](http://www.kirklandnow.com) for more information on how KEP can be of service to you.

### **Kirkland Chamber of Commerce** [www.kirklandchamber.org](http://www.kirklandchamber.org)

401 Parkplace Suite 102, Kirkland WA 98033

Phone: 425-822-7066

Fax: 425-827-4878

E-mail: [info@kirklandchamber.org](mailto:info@kirklandchamber.org)

The Kirkland Chamber of Commerce promotes economic vitality in Kirkland through its many programs and special events. The Chamber of Commerce is a resource to the business community to assist you in developing a successful business.

### **Kirkland Downtown Association** [www.kirklanddowntown.org](http://www.kirklanddowntown.org)

111 Park Lane, Kirkland WA 98033

Phone: 425-893-8766

Fax: 425-893-9626

E-mail: [kirklandms@aol.com](mailto:kirklandms@aol.com)

Based on the national Mainstreet model, Kirkland Downtown Association promotes a healthy and vital downtown through promotional events and economic development activities.

### **Washington State Network - Small Business Development Centers** [www.wsdbc.org](http://www.wsdbc.org)

Bellevue Location: Bellevue Community College

Phone: 425-564-2888

Email: [wsdbc@bcc.ctc.edu](mailto:wsdbc@bcc.ctc.edu)

### **Washington State Attorney General's Office** [www.wa.go/ago](http://www.wa.go/ago)

Phone: 425-464-6684

### **Washington State Liquor Control Board**

Phone: 425-872-6386

Liquor licenses

### **King County Business License** [www.metrokc.gov](http://www.metrokc.gov)

Phone: 206-296-3504

### **King County Assessor's Office** [www.metrokc.gov](http://www.metrokc.gov)

Phone: 206-296-7300

### **King County Department of Social and Health Services (DSHS)** [www.metrokc.gov/dchs](http://www.metrokc.gov/dchs)

Phone: 425-865-9920

Daycare licenses/Adult daycare & homes

### **Economic Development Council of Seattle and King County** [www.edc-sea.org](http://www.edc-sea.org)

Phone: 206-389-8650

### **Better Business Bureau (OR & WA)** [www.thebbb.org](http://www.thebbb.org)

Phone: 206-431-2222

### **King County Health Department (Eastside)** [www.metrokc.gov/health](http://www.metrokc.gov/health)

Phone: 206-296-4932

### **Enterprise Seattle** [www.enterpriseseattle.org](http://www.enterpriseseattle.org)

A public-private partnership that provides business assistance, recruitment, and promotes job creation within King County.  
Phone: 206-389-8650

### **Prosperity Partnership** [www.prosperitypartnership.org](http://www.prosperitypartnership.org)

A public-private entity, led by the Puget Sound Regional Council promoting economic development and job creation within the four county Puget Sound region.  
Phone: 206-587-5663

### **Business Roster Registration** [www.WaGovBiz.net](http://www.WaGovBiz.net)

The eCityGov Alliance's Shared Procurement Portal provides the opportunity for businesses interested in doing business with the City of Kirkland or other local agencies to register on the appropriate roster. Phone: 425-452-6918