



## New Business Checklist

Welcome Prospective Business Owner,

We are glad that you are interested in locating your business in Ridgefield and we hope you find that our city is the perfect fit for your business endeavors. This checklist has been created to assist you through the process of opening a new business, with additional information on downtown locations. Should you have any questions, please contact us at City Hall or any of our staff directly.

### Contact Information:

- City Hall:** (360) 887-3557; located at 230 Pioneer St in downtown Ridgefield, open 8am to 5pm weekdays.
- Website:** [www.ci.ridgefield.wa.us](http://www.ci.ridgefield.wa.us); provides information on business resources, regulations, and application forms.
- Planning Staff:** (360) 887-3557; complete a Planning Inquiry Form for best response.
- Building Official:** Jim Perry, (360) 887-8610
- Public Works Director:** Steve Wall, (360) 887-8251

<b>STEP 1</b>	<p><b>LAND USE &amp; BUILDING REVIEW</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Identify a potential location for your business.</li><li><input type="checkbox"/> Complete a Planning Inquiry Form and contact our planning staff at (360) 887-3557 to confirm that your planned use is consistent with current land use zoning.</li><li><input type="checkbox"/> If you plan to build a new structure or make significant modifications to an existing structure or use, please contact our planning staff to determine if a pre-application conference is required. The conference is a chance for you to discuss your plans with planning, building, engineering, and fire staff to determine relevant regulations and review procedures.</li><li><input type="checkbox"/> Building permits may be required if you plan to build a new structure, convert an existing structure from a residential use to a commercial or a shared (commercial/residential) use, or perform significant improvements. Building permits may be discussed at a pre-application conference or you may contact our Building Official at (360) 887-8610 to schedule a meeting to identify which permits may be required. To facilitate your project, the City will complete all coordination with the Clark County Fire Marshal's office.</li><li><input type="checkbox"/> Impact fees and/or system development charges may also apply. These may be discussed at a pre-application conference or you may contact our Public Works Director at (360) 887-8251 to schedule a meeting to determine if infrastructure impacts apply.</li><li><input type="checkbox"/> If you plan to construct a new building, please fill out a Water/Sewer Availability Request form to determine if there is water and sewer serving the site. The cost to perform a water/sewer availability analysis is \$50.00.</li></ul>
<b>STEP 2</b>	<p><b>SECURE THE LOCATION</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Negotiate a purchase &amp; sale or lease agreement with the property owner.</li></ul>

<b>STEP 3</b>	<p><b>OBTAİN APPLICABLE CITY LICENSES &amp; PERMITS</b></p> <p>The following licenses and permits may be required and can be obtained at City Hall (230 Pioneer Street) or online at <a href="http://www.ci.ridgefield.wa.us">www.ci.ridgefield.wa.us</a>:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>DEVELOPMENT REVIEW.</b> For new construction and redevelopment, land use, engineering and building permits are required as determined by the City planning staff or during the pre-application conference. Forms are available at City Hall or online and application fees vary, based on the City's Master Fee Schedule.</li> <li><input type="checkbox"/> <b>BUILDING PERMITS.</b> Even if land use review is not required, building permits may be required for your planned construction or improvements. Permit fees are set by the City's Master Fee Schedule.</li> <li><input type="checkbox"/> <b>CHANGE OF OCCUPANCY PERMIT.</b> Locating a new type of business in an existing building requires a change of occupancy permit, which can be obtained at City Hall. The change of occupancy permit is a flat fee of \$100.00, however impact fees or system development charges may also apply.</li> <li><input type="checkbox"/> <b>BUSINESS LICENSE.</b> Ridgefield's annual business license is a flat fee of \$50.00. A State of Washington business license is also required.</li> <li><input type="checkbox"/> <b>SIGN PERMIT.</b> Ridgefield Municipal Code Chapter 18.710 regulates the types and sizes of signs allowed in the City. Since signage is a key part of your business' success, we suggest you meet with City staff to discuss your signage plans. A sign permit is required; the permit fee is 1% of the value of the sign, but not less than \$25.00.</li> <li><input type="checkbox"/> <b>UTILITY ACCOUNT SET-UP.</b> The City operates water, sewer and storm water utilities. Staff at City Hall is able to assist you with setting up your account for these services.</li> </ul> <p style="text-align: center;"><b>YOU'RE COMPLETE!</b> Congratulations and we wish you and your business much success!</p>
<b>DOWNTOWN</b>	<p>Ridgefield's historic downtown offers a unique location for your business. It is home to a mix of restaurants, a hardware store, food markets, a winery, boutiques, professional offices, art galleries, and civic buildings, including City Hall. The district's small-town charm extends along the two main streets, Pioneer Street and Main Avenue, and through three downtown parks.</p> <ul style="list-style-type: none"> <li>◊ To maintain the character of our downtown, the community has developed <i>14 Essential Guidelines for Downtown Ridgefield</i>, which is available on the City's website (<a href="http://www.ci.ridgefield.wa.us">www.ci.ridgefield.wa.us</a>)</li> <li>◊ Several design aspects of the <i>14 Essential Guidelines</i> have been integrated into the zoning regulations for downtown. Please review the requirements of RDC 18.235.020 for the Central Mixed Use zone, and consult with our planning staff about any proposed development to ensure it will meet the standards.</li> </ul>
<b>INFORMATION</b>	<p>Following is additional information that may assist you in starting your business:</p> <ul style="list-style-type: none"> <li>◊ Electricity: Clark Public Utilities (360) 992-3000 or <a href="http://www.clarkpublicutilities.com">www.clarkpublicutilities.com</a></li> <li>◊ Garbage: Waste Connections (360) 892-5370 or <a href="http://www.wcnx.org">www.wcnx.org</a></li> <li>◊ Natural Gas: NW Natural (360) 571-5465 or <a href="http://www.nwnatural.com">www.nwnatural.com</a></li> <li>◊ Ridgefield Business Association (360) 887-3600 or <a href="http://www.ridgefieldwash.com">www.ridgefieldwash.com</a></li> </ul>