



City of Washougal

New or Relocation of Existing Business

Community Development - Planning
1701 C Street
Washougal, WA 98671
(360) 835-8501 • Fax (360) 835-8808
www.cityofwashougal.us

The following information is provided to assist you in the approval process:

Planning Division

Please have the location information and as many details as possible regarding the proposed use at the time of contact. A narrative is preferred.

A determination will be made as follows:

- The planning permits required. For example: Type I Site Plan Review¹, Type II Site Plan Review², and/or a Tenant Improvement Permit.
- As an example, during the site plan review process planning will evaluate:
 - The proposed use is permitted within the zone within which it is located.
 - The lot, yard, building, height and other dimensional requirements of the district are met.
 - The screening, buffering, and landscaping requirements of the district are met.
 - Minimum parking and loading space requirements are met.
 - Applicable conditions and criteria are met.
 - Improvements required are provided.
 - Fire and Transportation Impact fees.
 - Adequate water and sewer is available.
 - Adequate storm drainage facilities are provided.
 - Adequate street requirements are met.

Final Site Plan approval is required.

Building Division

Subsequent to planning approval, the next step is the building division for building or tenant improvement permits. This may include permits from the Fire Marshall.

- The building division and Fire Marshall will perform a walk through inspection to verify code compliance and/or to discuss any proposed alternations or changes to the building.
- Verify if your proposed business is a change in use for the building. If it is a change in use or building alteration is planned, it may require compliance with the federal accessibility standards (ADA).
- Construction, alteration, and/or remodel work may require plans prepared by a licensed architect for any portion of a building, depending on the size and type of construction.
- After all code compliance issues are addressed and/or permits are obtained and work is completed you may request a certification of occupancy.

¹ Type I Site Plan Review - Typically, relatively minor in nature, consistent with the zoning and surrounding land uses, and do not have a substantial impact on the natural and built environment.

² Type II Site Plan Review - These types of site plans are typically more substantial in nature and may have potential incompatibility with surrounding zoning or land uses or may have a more substantial impact on the natural and built environment. Type II includes any development subject to environmental regulations, transportation concurrency, multi family, industrial designation which abuts any commercial designation, commercial zone that abuts a residential zone, etc.

In addition to permits issued by the Building Department, the Fire Marshal's office issues permits and conducts plan reviews and inspection for Fire code compliance.

- New Construction, minor remodels, alternation or change in use of the building, special or temporary use.
- Installation, additional or alteration to life safety systems (fire alarms, fire sprinklers systems, commercial cooking hood suppression systems, emergency lighting etc.).
- To maintain, store, use or handle materials, or to conduct processes which produce conditions hazardous to life or property, or to install equipment used in connection with such activities.

Finance Department

After meeting all the above requirements, a business license is required through the Finance Department. The process may include coordination with the public works department as well. In certain cases it is advisable that you speak to the building official in advance, especially related to conversion of a residential structure to a commercial use or going into an existing building with a new use.

It is advisable, and in some cases required, that you apply for a pre-application conference. The benefit to you is that you will meet with all departments of the city at one time and receive a written report outlining requirements prior to formal application. Meeting in advance can provide you information as to the feasibility of a project prior to making planning application.

Additional information and applications may be obtained on the city website at www.cityofwashougal.us.

City of Washougal Contacts

Community Development Director	Mitch Kneipp (360) 835-8501, x604
Planning Manager	Jessica Herceg (360) 835-8501, x603
Building Manager/Official	Joseph Layman (360) 835-8501, x605
Fire Marshall	Ron Schumacher (360)834-6191
Finance Department	(360) 835-8501