



## Welcome to Downtown Ridgefield New Business Checklist

Welcome Prospective Business Owner,

We are glad that you are interested in locating your business in Ridgefield's historic downtown and hope that you will find our downtown is the perfect fit for your business endeavors. This checklist has been created to assist you in following the process for opening a new business in downtown. Should you have any questions, please do not hesitate to contact City Hall at (360) 887-3557.

<b>STEP 1</b>	<p><b>LAND USE &amp; BUILDING</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify a potential location for your business.</li> <li><input type="checkbox"/> Contact our planning staff at (360) 887-3557 to confirm that your planned use is consistent with current land use zoning. Completion of a Planning Inquiry Form in advance may expedite the process.</li> <li><input type="checkbox"/> 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, it is likely that you will have to obtain building permits for the construction/conversion. Please 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 completes all coordination with the Clark County Fire Marshal's office.</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 owner.</li> </ul>
<b>STEP 3</b>	<p><b>OBTAIN APPLICABLE CITY LICENSES &amp; PERMITS</b> The following licenses and permits may be required and can be obtained at City Hall (230 Pioneer Street):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>BUSINESS LICENSE.</b> Ridgefield's annual business license is a flat fee of \$50.00.</li> <li><input type="checkbox"/> <b>BUILDING PERMITS.</b> If applicable, a variety of building permits may be required pursuant to your planned construction or improvements. Permit fees are required in accordance with the City's Master Fee Schedule, which is available on the City's website (<a href="http://www.ci.ridgefield.wa.us">www.ci.ridgefield.wa.us</a>).</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.</li> <li><input type="checkbox"/> <b>SIGN PERMIT.</b> Ridgefield Municipal Code Chapter 18.710 regulates the types of signs allowed in the City. Since signage is a key part of your business' success and consistency of Ridgefield's vision, we suggest you meet with City staff prior to making any signage decisions. A sign permit may be obtained at City Hall; 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 would be happy to assist you with setting up your account for these services.</li> </ul> <p style="text-align: center;"><b>YOU'RE COMPLETE! Congratulations and we wish you and your business much success!</b></p>

<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><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></ul>
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