

Opening a Business in Fife

Checklist for Success



Thank you for considering Fife as a place to open your business! With all our City has to offer, we are confident that you will find Fife a great place to locate.

Starting a business is a significant undertaking. Our goal at the City is to help you by providing the information you need early in the process to avoid late surprises.

The following summarizes important City requirements to consider as you get started. Depending on your situation and specific business, other requirements may apply. City staff are here to assist you, so please don't hesitate to e-mail, call, or visit Fife City Hall to discuss your plans and obtain more information. There is no cost to talk.

Business License

Conducting a business in the City of Fife requires a valid City of Fife Business License prior to operating a business. This also includes home occupations, non-profit organizations and contractors. Certain businesses also require supplemental licenses.

Fees for business licenses vary based on the number of employees and/or type of business. Also, the issuance of a City of Fife Business License does not in itself authorize a business to open. Physical improvements to the building/tenant space must first be inspected and approved for use and occupancy.

Business license application forms may be obtained at www.business.wa.gov/BLS



CITY CONTACT: City of Fife Clerk's Office
(800) 451-7985 cityclerk@cityoffife.org

Helpful Contacts

City of Fife Economic Development
(253) 896-8606

Fife Milton Edgewood Chamber of
Commerce
(253) 922-9320

Murreys Disposal
(888) 806-7048

Puget Sound Energy
(888) 225-5773

Tacoma-Pierce County Health
Department
(253) 798-6500

Tacoma Public Utilities
(253) 502-8600 or
(800) 752 -6745

Washington State Department of
Revenue
(253) 382-2000

See the Fife Municipal Code at
www.codepublishing.com/wa/fife/
for more information about City
requirements and regulations.



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Zoning and Building

Prior to signing a lease or purchasing property, please confirm with City staff that your type of business is permitted in the zoning designation at that location. Once you've confirmed this, we will be able to provide information on allowable signage, parking requirements, and the building, fire, or other permits that might be needed prior to opening the business.

Permit applications are reviewed and, once approved, building/remodel work may begin. For your safety and the safety of your patrons, all building/remodel work must be inspected and approved by City staff. Once these approvals are granted, occupancy of the building may be allowed and the business may open.

Certain businesses require other (non-City) agency approvals. For example, the Tacoma-Pierce County Health Department has approval requirements for eating establishments. We can help you coordinate your City permit applications with these other agencies.

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CITY CONTACT: City of Fife Community Development Department
(253) 922-9625 comdev@cityoffife.org

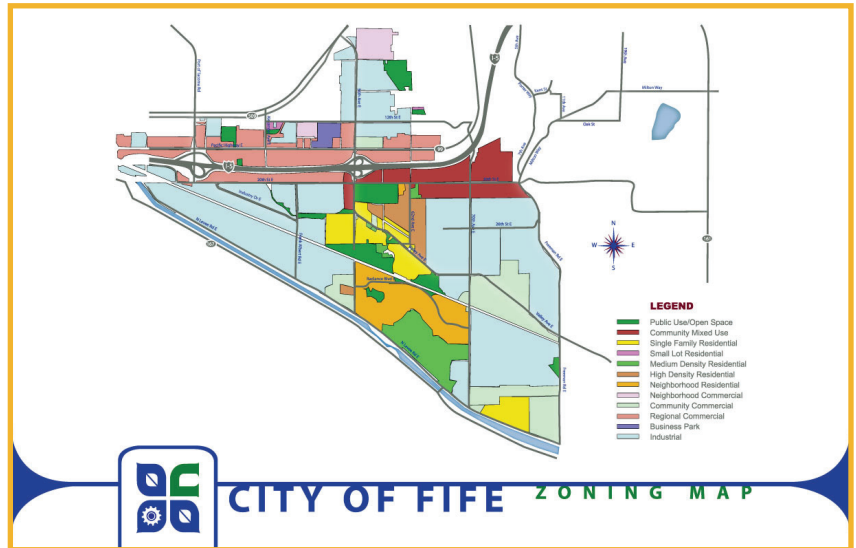
Utilities

The City of Fife provides the management and billing services for your water, sewer, and surface water/stormwater utilities. You will need to open a new commercial account for water, sewer, and stormwater services if you intend to be directly billed for these services. Payments can be made online, mailed in, dropped off at a 24-hour utility drop box, or paid in person at Fife City Hall.

Other utilities, such as electricity, natural gas, and solid waste, are provided by other service providers who should be contacted directly.

When you are ready to open a new commercial account, or should you have other questions about utility service changes, please contact the City's Finance Department.

CITY CONTACT: City of Fife Finance Department-Utility Billing
(253) 922-9623 cityhall@cityoffife.org



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The following checklist includes helpful questions to consider as you plan to start a new business in the City of Fife. Feel free to contact the City should you need more information.

Business License Questions

- Have you registered your business with the State of Washington and obtained a mandatory Unified Business Identifier (UBI)? (UBI information is necessary to complete the City of Fife Business License application.)
- Will you have a more than one business location in the City of Fife? (A current and valid business license is required for each business location in Fife.)
- Does your business require supplemental City licenses, such as a Home Occupation Permit?

Zoning + Building Questions

- Have you verified that the address of your proposed new business is inside the City of Fife city limits and that the business use is allowed at that location?
- Would a FREE Development Review Committee (DRC) meeting be helpful? DRC meetings are regularly scheduled meetings between potential applicants and key City staff to discuss City requirements. While optional, they can be very helpful in your decision about starting a business.
- Have you confirmed that the zoning and available parking on the site meet City requirements for your business?
- If you're planning to make interior or exterior renovations or improvements to an existing building, have you confirmed what building/fire/utility related permits and approvals are required?
- If you plan to use signage to advertise your business, have you confirmed that your desired signage meets sign code regulations, and have you applied for a sign permit? (With limited exceptions, signs require a sign permit.)

Utilities Checklist Questions

- Do you intend to be directly billed for City water, sewer, or stormwater services? (If so, a new commercial account is required.)

