



### Community Development Department

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## NEW BUSINESS LICENSE PROCESS CHECKLIST

- First obtain your Washington State Business License from the Washington Department of Revenue. The application can be filled out online at: <https://dor.wa.gov/>
- If your business will be located within the city limits of Chehalis, you will also need to obtain a Chehalis license. You can apply for this at the same time as you apply for your WA license. You will need to provide additional information in order to have the license approved, such as:
  - If you will be serving food, a Lewis County food establishment checklist is required to be submitted to the city for review and approval prior to the issuance of your license
  - If you will be serving alcohol, approval from WSLCB is required prior to issuance of your license
  - A copy of your lease is required
  - A floor plan shall be submitted for review. This shall indicate what is existing and what changes are proposed. Show all exit doors, shelving, counters, walls, label all rooms, fire extinguisher locations, any proposed changes to building, etc.
  - If changes are proposed, a permit is required. The permit must be finalized prior to issuance of a new license.
  - A site plan may be required that shows the entire property and indicates where parking will be located and how many parking spaces will be available for the public and employees. For parking requirements visit: <http://www.codepublishing.com/WA/Chehalis/#!/Chehalis17/Chehalis1778.html#17.78>
- The application will be reviewed by our Community Development Department and/or DRC
- Some sites will require a pre-opening inspection by our Building Inspector and/or Fire Marshal
- Verification from our Public Works department for water & sewer connections is required prior to issuance
- Final inspection by Building Inspector and/or Fire Marshal for any tenant improvements or code compliance
- Issuance of Certificate of Occupancy
- Issuance of Business License

### **Chehalis Municipal Code**

“License” shall include and be used interchangeably with the term “permit” and shall mean the official approval or authorization of the city to engage in business or to carry on or conduct a special event within the corporate limits of the city for which the license or permit is required pursuant to the provisions of this chapter.

### **5.04.050 General Provisions**

D. Any business in the city, whether or not properly licensed, may be inspected by city officers and employees authorized to enforce provisions of ordinances relating to such business or to the premises upon or within which such business is conducted. In the absence of any emergency and in the absence of sound reasons whereby an inspection

cannot be made within regular business hours, inspections shall be made during normal business hours. Immediately upon arriving at a place of business for the purpose of making an inspection, the city officer or employee making the inspection shall identify himself or herself and shall state that the purpose of the visit is to make an inspection. No person having control of any business premises shall refuse to permit a city officer or employee to enter for the purpose of making an inspection. If entry is refused, the city officer or employee shall leave and pursue appropriate legal action relating to the specific circumstance. Refusal by any applicant or licensee to allow inspection of any business premises shall be grounds to deny any related business license application and to revoke any previously issued business license.

## **IBC 2012**

**110.2 Preliminary Inspection.** Before issuing a permit, the building official is authorized to examine or cause to be examined, buildings, structures, and sites for which an application has been filed.

**111.1 Use and Occupancy.** No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made, until the building official has issued a certificate of occupancy therefor as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval or a violation of the provisions of the code or of other ordinances of the jurisdiction.

- Exception: Certificate of occupancy is not required for work exempt from permits under section 105.2

**111.2 Certificate Issued.** The certificate of occupancy shall contain the following:

1. Building Permit Number
2. Address of structure
3. Name and address of owner
4. A description of that portion of the structure for which the certificate is issued.
5. A statement that the described portion of the structure has been inspected for compliance with the requirements of this code for the occupancy and division of occupancy and the use for which the proposed occupancy is classified.
6. The name of the building official
7. The edition of the code it was issued under
8. The use and occupancy, in accordance with the provisions of Chapter 3 of the IBC
9. The type of construction as defined in Chapter 6
10. The design occupant load
11. If an automatic sprinkler system is provided, whether the sprinkler system is required
12. Any special stipulations and conditions of the building permit

**3401.5 Dangerous Conditions.** The building official shall have the authority to require the elimination of conditions deemed dangerous.

**3409.1 Historic Buildings.** The provisions of this code relating to the construction, repair, alteration, addition, restoration and movement of structures and change of occupancy shall not be mandatory for historic buildings where such buildings are judged by the building official to not constitute a distinct life safety hazard.