



Community Development Department
1309 Myrtle Avenue
Enumclaw, WA 98022
Phone 360-825-3593 FAX 360-825-7232

Important information for prospective business owners



Before you apply for a business license, there are some things you should know about City requirements. For instance:

- **YOU WILL NEED A PERMIT FOR THAT NEW SIGN!** All signs must be permitted before they are installed. Do you have a nice big sign pole or monument outside your building? You might not be allowed to use it, since legal sign sizes have decreased over the years! You may even be responsible for removing the (too big) sign pole. Be aware that temporary signs, banners and balloons require temporary sign permits. It is your responsibility to obtain a copy of the City's current sign requirements, and to make sure that the proper permits are obtained before your sign goes up.
- Certain businesses are restricted to certain zoning districts. Have you made sure that your proposed location is zoned properly for the intended use?
- New businesses must meet off-street parking requirements. Have you reviewed a copy of the City's parking code?
- Are you making changes to the building or site? Most building modifications need a Building Permit. Site and external building modifications usually require Design Review.
- Some home-based businesses (home occupations) are allowed in the residential zones, but these must adhere to a strict set of rules. Have you seen a copy of the City's Home Occupation requirements?
- And of course, additional review is required for new construction and/or site work.

We have informational handouts and application forms available at the Community Development Department office. We offer a variety of services, including:

- assistance with the application and permitting process
- scheduling pre-application design consultations
- comprehensive project feedback from the planning, engineering and building departments

Please stop by or call if you have any questions about the City's requirements. Our phone number is (360) 825-3593 and our office hours are Monday - Friday, 8:00 am - 4:30 pm.