



Information for New Businesses

152 West Cedar Street, Sequim, WA 98382 (360) 683-4908 www.sequimwa.gov

Welcome to Sequim!

We're excited to have you as a new business owner in the City of Sequim, and are eager to assist you in any way that we can. We hope you enjoy Sequim, and we're glad that you are here! As you get settled in, please don't hesitate to contact the Department of Community Development with any questions you may have.

City of Sequim Department of Community Development

152 W Cedar Street
Sequim, WA 98382
(360) 683-4908

www.sequimwa.gov

BuildingDept@sequimwa.gov



Sequim By the Numbers

Source: www.census.gov

7,640: City of Sequim population estimate as of July 1, 2019

3,586: Households, 2014-2018

59.4%: Owner-occupied housing rate 2014-2018

94.1%: High school graduate or higher, percent of persons age 25 years+, 2014-2018

27.8%: Bachelor's degree or higher, percent of persons age 25 years+, 2014-2018

39.3%: Persons 65 years and over

22.1 minutes: Mean travel time to work (minutes), workers age 16 years +, 2014-2018

\$37,901: Median household income (in 2018 dollars), 2014-2018

\$27,982: Per capita income in past 12 months (in 2018 dollars), 2014-2018

Distance / Time

Forks

74 miles / 1 hour and 30 minutes

Hood Canal Bridge

35 miles / 45 minutes

Port Angeles

17 miles / 25 minutes

Port Townsend

25 miles / 35 minutes

Seattle

60 miles / 2 hours

Contacts

- ◆ [Charlie Bush](#)
City Manager
- ◆ [Charisse Deschenes](#)
Assistant City Manager
- ◆ [Barbara Hanna](#)
Communications & Marketing Director
- ◆ [Barry Berezowsky](#)
Community Development Director
- ◆ [Emily Stednick](#)
Human Resources Manager
- ◆ [Kristina Nelson-Gross](#)
City Attorney
- ◆ [Sheri Crain](#)
Chief of Police
- ◆ [David Garlington, PE](#)
Public Works Director



Is My Business Permitted?

Zoning designations determine how property can be used and developed. Before you make plans to move, change, or expand your business, you need to know the zoning designation and associated zoning laws.

FIRST. Determine what zone the property is located in by using the Zoning Map at www.sequimwa.gov/DocumentCenter/View/9364/Official-Zoning-Map?bidId=.

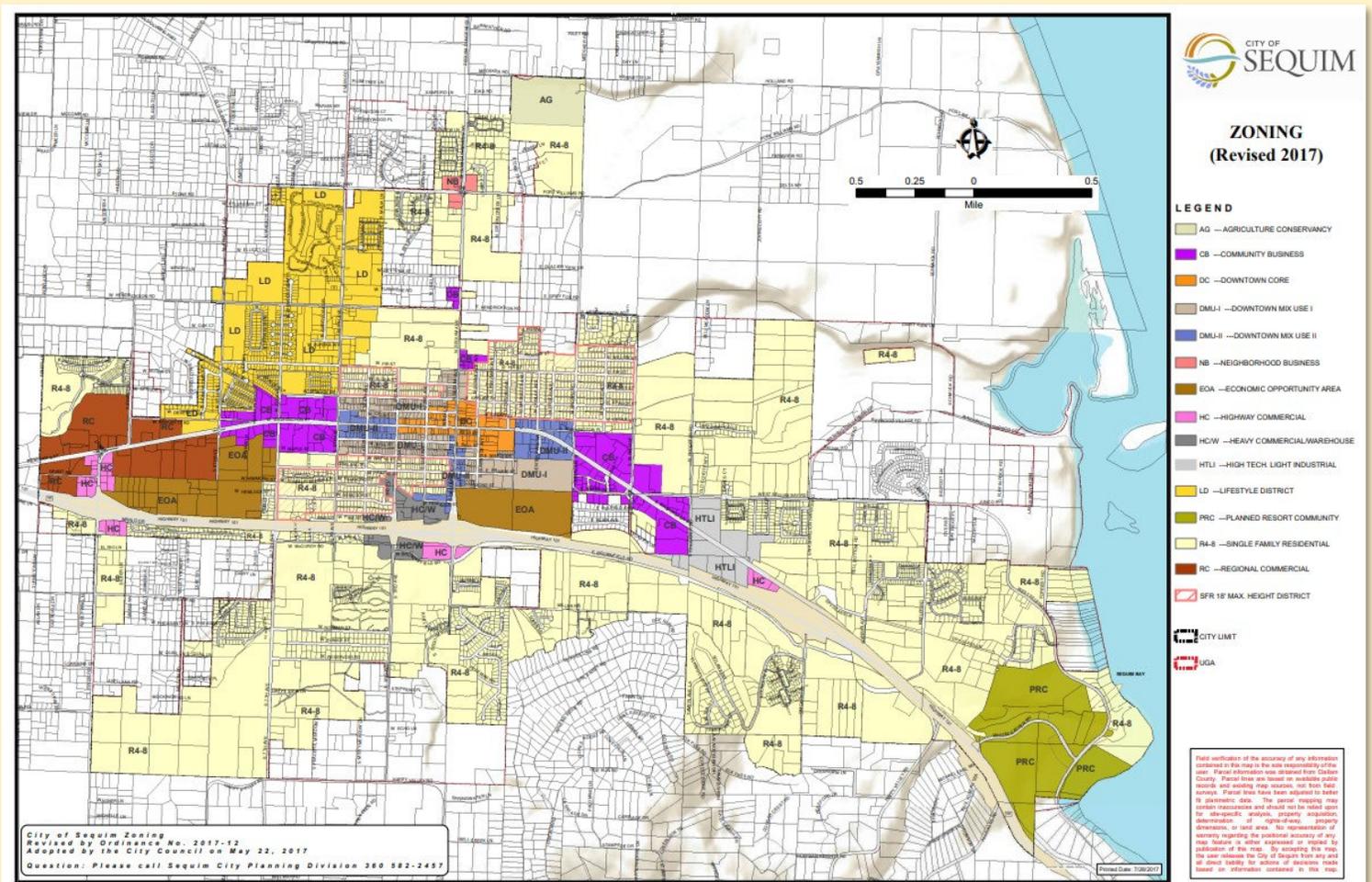
SECOND. Learn about allowed uses in the zone by referring to Sequim Municipal Code (SMC) at www.codepublishing.com/WA/Sequim. Click the “+” sign on Title 18, then go to Chapter 18.20, “Purposes of Districts” and find the applicable zone. (For Economic Opportunity Areas and High-Tech Light Industrial zones, go to Chapter 18.33.)

THIRD. Determine if the type of use you are proposing is allowed. Use means an activity or purpose

for which land or premises or a building is designed, arranged or intended, or for which it is occupied or maintained, let or leased.

FOURTH. Determine if there are any restrictions. Do you plan on remodeling or expanding the building? If so, you will want to review the development standards for the zone. For example, if you are proposing an addition to an existing building, it is important to know the required setbacks from property lines. Or, if you plan to add a second floor, it is important to know the height limit.

FIFTH. Once you have a location and proposal for your project the next step would be to speak with Department of Community Development staff. Describe your project and location and staff will let you know what permits will be required to move forward. The Department of Community Development can be reached at (360) 683-4908 or BuildingDept@sequimwa.gov.



City Permits

Application forms and fees for permits issued by the City can be found at www.sequimwa.gov/453/Forms.

Land Use Permit. Required if you are developing or redeveloping property with new or expanded structures. It may also be required if you are operating your business through your home.

Building Permit. Required if you are constructing or modifying your business.

Grading Permit. If you plan on removing, moving, or bringing in more than 50 cubic yards of dirt, you will need a grading permit.

Right of Way (ROW)

Permit. Any work done in the City ROW, connecting to utilities, or a new driveway needs a permit.

Sign Permit. If your business plans to display signage, you'll need to review the City's standards in the Sign Code, SMC Chapter 18.58, at www.codepublishing.com/WA/Sequim.

This is a 'Building / Plumbing / Mechanical Permit Application' form from the City of Sequim. It includes sections for 'PROJECT LOCATION & DETAILS', 'APPLICANT' (with sub-sections for Agent/Architect, Contractor, Designer, Owner, Tenant, and Other), 'PROPERTY OWNER', 'CONTRACTOR', 'PROPOSED CONSTRUCTION' (listing various rooms and their finishes), and 'CONSTRUCTION FINANCING LENDER'. It also has a 'Permit No.' field and a 'Form updated 3/6/2019' note.

This is a 'Sign Permit Application' form from the City of Sequim. It includes sections for 'Location Details', 'Property Owner Information', 'Business Information', 'Contractor Information', and 'Building Signs'. It also features a 'Sign Description' section with checkboxes for 'Free Standing Signs', 'Center Identification Monument', and 'Description'. There is a 'Value for Work & Materials' field and a 'Date' field. The form includes a signature line for the applicant and a section for 'Planning Department' approval.

Other Permits

Electrical Permits within city limits are issued by the WA State Dept. of Labor and Industries, 542 W Washington Street, www.lni.wa.gov, (360) 417-2700.

Health Permit. Certain types of businesses, such as restaurants, bars, grocery stores, bakeries, food truck, expresso stands, temporary food vendors, and farmer's market vendors will require a health permit. Check with Clallam County Environmental Health, (360) 417-2258, www.clallam.net.

Washington State
Liquor and Cannabis Board

Alcohol / Banquet Permits can be applied for through the State Liquor and Cannabis Board, www.lcb.wa.gov, (360) 664-1600.

Miscellaneous Glossary

There are a number of terms and requirements that you may encounter. Below is a brief explanation.

Application forms can be found at www.sequimwa.gov/453/Forms.

CHANGE OF USE is a change from one permitted use to another. For example, when a retail space changes to a restaurant, an office changes to retail, or a home changes to an office.

HOME OCCUPATION is a use conducted entirely within a residential building or allowed detached accessory structure, which is clearly incidental and secondary to the use of the residence for dwelling purposes, and for which customers or clients visit the home for business purposes.

PRE-APPLICATION CONFERENCE is a meeting between project applicant and representatives of appropriate City departments and other review entities that is conducted prior to the submission of a detailed application. Pre-app conferences are intended to provide an overview of the regulatory requirements and application process. DCD staff will inform you if a pre-app conference is required or recommended.

SPECIAL EVENT PERMITS enable the City to plan for potential impacts to the delivery of governmental services, in the interest of public health, safety, and the welfare of the city. To determine whether your event requires a permit, refer to [SMC 8.38](#).

TEMPORARY SIGN PERMIT provides an opportunity to obtain additional temporary on-site signage beyond what is exempted in SMC 18.58.065. Temporary signs are typically and customarily used to advertise special events, sales, store openings, and other similar, infrequent events on banners.

Business Licensing

REQUIREMENTS

Anyone engaging in business within Sequim city limits needs a business license. At a minimum you'll need the following:

- Master (General) business license
- City of Sequim business license

APPLYING FOR A BUSINESS LICENSE

All business licenses are issued through the Washington State Department of Revenue (DOR). To access the one-stop-shop guide and resources for all of your business license questions and forms, visit the [DOR website](#).

COST OF A BUSINESS LICENSE

The DOR charges a \$19 nonrefundable application fee which must be paid each time a Business License Application is submitted. **Note:** This occurs typically upon submitting your original request for a business license but may be charged if your business license lapses and you have to reapply.

RENEWAL FEE

The DOR charges a processing fee of \$19 upon application or renewal of your business license each year. Download the [Department of Revenue's License Fee Sheet](#) for more information.

CITY'S APPLICATION AND RENEWAL FEES

The City of Sequim's license fee is \$56 for a new application and \$56 for the annual renewal. All fees can be paid online at the [DOR website](#).

Utility Information



Electricity

Clallam PUD #1
(360) 452-9771



Garbage & Recycling

DM Disposal /
Waste Connections
(360) 452-7278



Water & Sewer

City of Sequim
(360) 683-4139



Clallam PUD #1
(360) 452-9771



Call Before You Dig



Business Resources

Clallam Economic Development Corporation
www.clallam.org/business-resources.html

Impact Washington
www.impactwashington.org/about-us

Peninsula College
www.pencol.edu

**Port of Port Angeles
(John Wayne Marina)**
www.portofpa.com

Sequim Chamber of Commerce
www.sequimchamber.com/welcome

Visit Sequim
www.visitsunnysequim.com

Visit Olympic Peninsula
www.olympicpeninsula.org

WA Small Business Development Center
www.wsfdc.org

Fire and rescue services
are provided by:

Clallam County Fire District 3
323 N Fifth Ave
Sequim, WA 98382
www.ccf3.org
(360) 683-4242



Sequim Festivals & Events

- ◆ **Olympic Birdfest**
At the Dungeness River Audubon Center in April.
- ◆ **Irrigation Festival**
The longest running festival in the State of Washington. The first week in May.
- ◆ **Sequim Lavender Weekend** Celebrating lavender with a street fair at the park, farm tours and festivals, and community events. The third full weekend in July.
- ◆ **Tour de Lavender**
Family-friendly bicycle event. The first weekend in August.
- ◆ **Air Affaire**
All things aviation. The last weekend in August.
- ◆ **Riverfest**
At Railroad Bridge Park in September.
- ◆ **Marine Day**
John Wayne Marina in September.
- ◆ **Music in the Park**
Tuesday evenings throughout the summer.
- ◆ **Sequim Farmers Market**
Saturdays mid-May though September.
- ◆ **Hometown Holidays**
Thanksgiving weekend through December.
- ◆ **First Friday Art Walk**
Monthly throughout the year.

