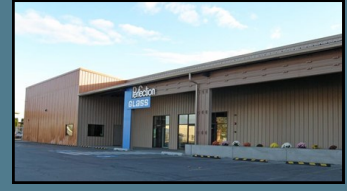
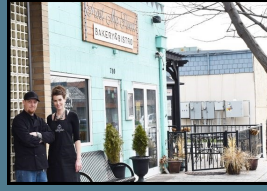
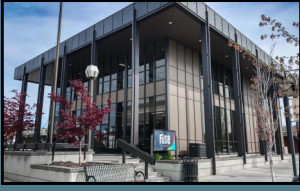


NEW BUSINESS CHECKLIST



Before signing a lease:

Check the zoning for your location to ensure your business use is allowed. Check the zoning for any property by using the city's zoning map. <https://richlandwa.maps.arcgis.com/apps/webappviewer/index.html?id=bf63f9ec4bcf4fc38b26e18e44b0f9e0> or call our Planning office for assistance. 509-942-7794

Then refer to the zoning code for details on allowed uses and Special Use Permit information.

[RMC 23.14](#) Agricultural Zoning (AG, SAG)

[RMC 23.22](#) Commercial Zoning (C-LB, C-1, C-2, C-3, CBD, WF, CR, CW)

[RMC 23.26](#) Industrial Zoning (I-M, M-2)

[RMC 23.28](#) Business Zoning (B-RP, B-C)

[RMC 23.46](#) Special Use Permits

Review Parking requirements that may apply if your business type is different from what was in that location before. [RMC 23.54](#)

Check Building Codes and permit requirements for tenant improvements to leased space. This information is available from the [Building Department's](#) website or call our office for help. 509-942-7794

Check out business resources at <https://www.richlandbusiness.com/resources> for programs and available business assistance.

Before starting construction to remodel a building or space:

Call and schedule a Pre-Application Meeting with our Development Services group. 509-942-7794

Contact L&I for electrical permits for all electrical modifications.

Before opening:

Get a Richland business license or add Richland as an endorsement to your existing state license. Go to <https://dor.wa.gov/open-business/apply-business-license> for details about getting a business license.

If opening in a newly constructed building or tenant-improved space, a Certificate of Occupancy is required before opening. Talk to a Permit Technician if you're not sure if you need this. Permit Techs are available M-F 8:00 – 5:00 by phone at 509-942-7794. Get more information on Building Permit requirements by visiting <https://www.ci.richland.wa.us/departments/development-services/building-permitting/permit-information-and-regulation>

Get a sidewalk Use License if you plan to have outside seating along a city sidewalk or to place an awning over a city sidewalk. Details about sidewalk use are available in [RMC 5.14](#).

Contact Utility Billing to set up services. (water, sewer, garbage and electricity) Go online to <https://www.ci.richland.wa.us/departments/finance/customer-service/my-utility-accounts/application-for-service>

Visit www.richlandbusiness.com/programs | Call 509.942.7595 |
OR email: lfollett@ci.richland.wa.us for questions.

