

# Frequently Asked Questions

## Regarding Doing Business Downtown



### ***What are the boundaries of the Central Business District (CBD)?***

The boundaries of the CBD are the same as the Parking and Business Improvement Area (PBIA). See the attached "PBIA Boundary And Parking Lots" map.

### ***Where can I find City of Port Angeles business-related rules and regulations?***

See the Port Angeles Municipal Code (PAMC).  
Go to the City of Port Angeles website <http://www.cityofpa.us>  
On the left side of the home page screen, click on the fifth line Municipal Code.  
Search by title and chapter.

### ***What types of business activities are allowed in the CBD?***

See PAMC Title 17, Chapter 17.24

### ***Who needs to obtain a City of Port Angeles Certificate of Occupancy?***

Anyone who does the following:

- Starts a new business (even if the new business will be in an existing business location)
- Moves a business to another location
- Becomes the new owner of an existing business

### ***How is a Certificate of Occupancy obtained?***

Complete the attached Certificate of Occupancy form and submit it to the Permit Technician at City of Port Angeles, 321 E. 5<sup>th</sup> St., Port Angeles, WA 98362

Fees:

\$ 50.00 Certificate of Occupancy

\$100.00 PBIA initiation fee (For more PBIA information, see the Downtown Association's information sheet entitled "Parking and Business Improvement Area (PBIA)").

### ***Is a business license required for all businesses?***

Currently only certain types of businesses require a City of Port Angeles business license. See PAMC Title 5 - Business Licenses & Regulations.  
For more information or an application, contact the City Clerk at 360-417-4634.

***If I remodel the interior of a building, do I need to obtain a building permit?***

Building, plumbing, and mechanical permits are usually needed prior to starting remodeling interiors of businesses, even if the work will be “non-structural”. Contact the Permit Technician at 360-417-4815 or the Building Inspector at 360-808-0534 to discuss whether or not a permit is needed.

See PAMC Title 14 - Buildings & Construction

See the attached Building Permit Application.

For **Fees**: See PAMC Title 3, Chapter 3.70.080

***When is a pre-application meeting needed before obtaining a building permit?***

When a new building will be built, or when square footage will be added to an existing building, a pre-application meeting is strongly recommended.

To schedule a pre-application meeting, contact the Community & Economic Development Department at 360-417-4750.

***What rules and regulations govern off-street parking downtown?***

See PAMC Title 14, Chapter 14.40

***What rules and regulations govern Right of Way Use (streets, alleys, planting strips, and sidewalks) downtown?***

See PAMC Title 11, Chapter 11.12

For **Fees**: See PAMC Title 3, Chapter 3.70.110.A&B

See the attached “Right Of Way Use Permit Fact Sheet” and application.

**For more information contact:**

Public Works Department at 360-417-4806 or 360-417-4700.

***What kind of sign(s) may I have for my business downtown?***

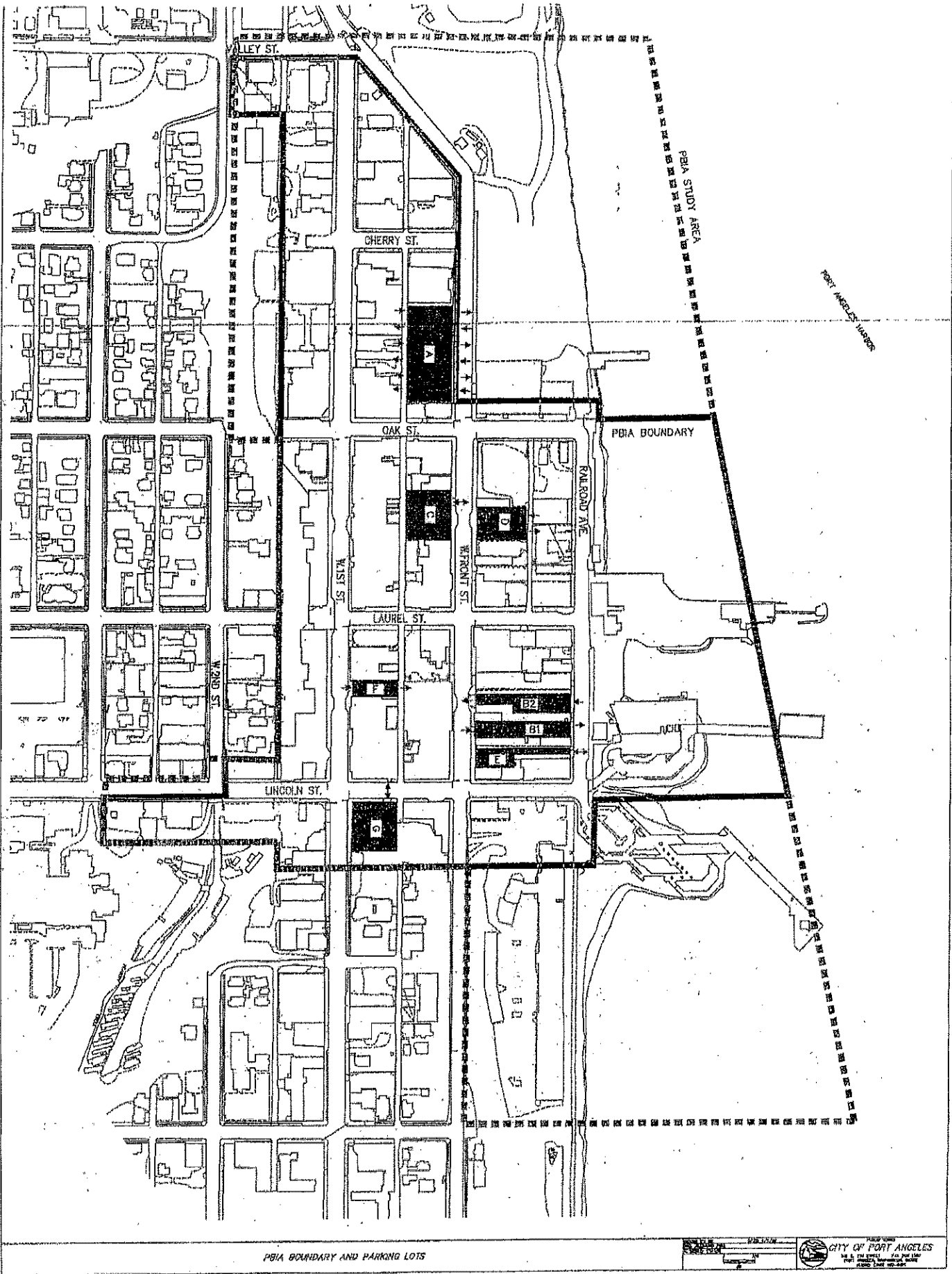
See PAMC Title 14, Chapter 14.36

For **Fees**: See PAMC Title 3, Chapter 3.70.080D

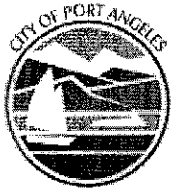
See the attached Sign Permit Application.

**For more information contact:**

Permit Technician at 360-417-4815  
Planning Division at 360-417-4750



PBIA BOUNDARY AND PARKING LOTS



**CERTIFICATE OF OCCUPANCY APPLICATION**

Permit # \_\_\_\_\_

**CITY OF PORT ANGELES**  
Attn: Permit Technician  
321 E. Fifth St., Port Angeles, WA 98362  
(360) 417-4815 fax (360) 417-4711

FEES	
\$50	Certificate / Inspection
\$100	Parking Business Improvement Area (PBIA) fee charged for Downtown locations

**PLEASE PRINT IN INK**

Check one: New business in P.A.?  Change of ownership only?  Moving location from within P.A.?  **Zoning** \_\_\_\_\_

<b>BUSINESS NAME</b> _____
Business address _____ Mailing address _____
Phone number _____ Opening date _____ Days & hours of operation _____
Business owner's name _____ Contact phone _____
Business owner's address _____
Brief description of business _____

<b>Property owner's name</b> _____ Contact phone _____
<b>Property owner's address/contact</b> _____

**BUILDING DEPARTMENT** phone 417-4815

Bldg approval by _____ on _____
---------------------------------

Is the business a restaurant or bar that will seat 50 or more people? Yes  No

Construction changes planned (moving walls, adding/enlarging windows or doors, roofing, siding, foundation work, adding/altering stairways, ramps, bathrooms, electrical, heating/cooling/ventilation systems, etc).

Work planned: \_\_\_\_\_  
\_\_\_\_\_

**FIRE DEPARTMENT** phone 417-4653

Fire approval by _____ on _____
_____

Changes to a fire sprinkler system or fire alarm system? Yes  No

Work planned: \_\_\_\_\_  
\_\_\_\_\_

**PBIA** (Parking Business Improvement Area - Downtown) phone 417-4623

Square footage of business? \_\_\_\_\_

PBIA notified _____ on _____
------------------------------

Is business moving within the PBIA? Yes  No

**CITY CLERK** phone 417-4634

City Clerk approval by _____ on _____
_____
_____
_____

Second-hand dealer/pawnbroker business? Yes  No

Will there be dancing at this business? Yes  No

A City of Port Angeles Business License **is** required for:  
Taxi, Peddlers, Second-Hand Dealer, Pawnbroker, Dance,  
Hotel-Motel, Fireworks, Ambulance, and Tattoo Businesses.

**COMMUNITY & ECONOMIC DEVELOPMENT** phone 417-4750

CED approval by \_\_\_\_\_ on \_\_\_\_\_

Number of off-street parking spaces available for employees and customers? \_\_\_\_\_

(A parking plan may be required.)

**Signs?** (wall-mounted, freestanding, projecting, awning, A-frame, etc?)

Signs planned:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE NOTE: NO flashing, intermittent, or chasing signs are permitted in the City of Port Angeles.

**PUBLIC WORKS DEPARTMENT- ENGINEERING** phone 417-4812

PWE approval by \_\_\_\_\_ on \_\_\_\_\_

Is site work planned (new or re-located sewer or water service, excavation, grading or filling, work in City right-of-way, new driveway openings, site drainage, parking lots, downspouts, irrigation system backflow devices, etc.). Yes  No

Work planned:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PUBLIC WORKS WASTEWATER** phone 417-4845

PWW approval by \_\_\_\_\_ on \_\_\_\_\_

Will waste, other than domestic household waste, be discharged into the sewer system? Yes  No   
If yes, what will be discharged: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Call for Certificate of Occupancy inspections BEFORE opening business.**

**Building Department Inspection 417-4815**

**Fire Department Inspection 417-4653**

**Please sign up for utility services at the cashiers' counter.**

*I hereby apply for a Certificate of Occupancy. I acknowledge that I have read this application and state that the information I have supplied is correct to the best of my knowledge. Incorrect information may result in revocation of permit.*

Date \_\_\_\_\_ Print Name \_\_\_\_\_ Signature \_\_\_\_\_



# BUILDING PERMIT APPLICATION Print in Ink

CITY OF PORT ANGELES  
 Attn: Building Permit Technician  
 321 E. Fifth St., Port Angeles, WA 98362  
 (360) 417-4815 fax (360) 417-4711

For City Use Only:	
Date Received	_____
Permit #	_____
Date Approved	_____

Applicant \_\_\_\_\_ Phone \_\_\_\_\_  
 Property Owner \_\_\_\_\_ Phone \_\_\_\_\_  
 Property Owner's Address \_\_\_\_\_  
 Contractor \_\_\_\_\_ Phone \_\_\_\_\_  
 Contractor's Address \_\_\_\_\_  
 License # \_\_\_\_\_ Expires \_\_\_\_\_ E-mail \_\_\_\_\_

PROJECT ADDRESS		
Parcel Number	Lot	Zoning

**Project Type & Brief Description:**     Residential     Multi-family     Commercial     Industrial

Check all that apply

New Construction \_\_\_\_\_

Addition \_\_\_\_\_

Remodel \_\_\_\_\_

Repair \_\_\_\_\_

Demolition \_\_\_\_\_

Re-roof     House     garage     other     tear off & re-roof     lay over one layer

Heat System     Heat pump     wood-burning stove     gas fireplace     pellet stove     other.

Other \_\_\_\_\_

Floor Areas	Existing (sq. ft.)	Proposed (sq. ft.)	@ \$	per sq. ft. = \$
Basement	_____	_____	_____	_____
1 <sup>st</sup> Floor	_____	_____	_____	_____
2 <sup>nd</sup> Floor	_____	_____	_____	_____
3 <sup>rd</sup> Floor	_____	_____	_____	_____
Garage	_____	_____	_____	_____
Carport	_____	_____	_____	_____
Covered Porch	_____	_____	_____	_____
Deck	_____	_____	_____	_____
Shed	_____	_____	_____	_____
Other	_____	_____	_____	_____
<b>TOTAL VALUATION \$</b>				

Total footprint of structures \_\_\_\_\_ sq. ft. ÷ Lot size \_\_\_\_\_ sq. ft. = Lot coverage \_\_\_\_\_ %  
 Site Coverage = the amount of impervious surface on a parcel, including structures, paved driveways, sidewalks, patios, and other impervious surfaces. (see PAMC 17.94.135 for exemptions)    Site coverage \_\_\_\_\_ %

Max. height of proposed structures \_\_\_\_\_ ft.    Occupancy group \_\_\_\_\_    # of bedrooms \_\_\_\_\_  
 Will a lawn sprinkler system be installed? \_\_\_\_\_    Occupant load \_\_\_\_\_    # of full baths \_\_\_\_\_  
 Will a fire sprinkler system be installed? \_\_\_\_\_    Construction type \_\_\_\_\_    # of half baths \_\_\_\_\_

I have read and completed this application and know it to be true and correct. I am authorized to apply for this permit and understand that it is my responsibility to determine what permits are required, and to obtain permits prior to working on projects.

Date \_\_\_\_\_ Print Name \_\_\_\_\_ Signature \_\_\_\_\_

# RIGHT OF WAY USE PERMIT FACT SHEET

## Public Works & Utilities

### WHAT IS IT?

A Right of Way (Street Use) Use Permit is used to allow certain approved uses of, and obstructions to be placed within, the public right of way. A public right of way includes improved and unimproved streets, alleys, planting strips, and sidewalks. The purpose of the permit is to ensure that structures or uses do not obstruct, hinder, jeopardize, injure or delay the use of the right-of-way for its primary function of vehicular and pedestrian travel. The permit is not a Right of Way Construction Permit; it only provides the approval to use the public right-of-way for a specific period of time. A Right of Way Construction Permit is required for construction or excavation work within the public right of way. The information in this handout is only a partial summary of relevant City Ordinances and Codes. It is recommended that you review the Port Angeles Municipal Code (PAMC) and Urban Services Standards and Guidelines, as well as consult with Permit Counter Staff to assure that your proposal is compatible with the relevant requirements.

### STREET USES NOT NEEDING A PERMIT

- Merchandise being moved into or out of an adjacent business, provided that such merchandise does not remain on the sidewalk or planting strip for more than 30 minutes;
- Obstructions placed within the right of way by the City for a public purpose;
- Newspaper dispensers or news racks;
- Solicitation by civic or non-profit organizations;
- Landscaping which is semi-permanent in nature and can be removed from the sidewalk area or planting strip. Such landscaping is to be less than 30" above the established grade at the curb or roadway shoulder. It includes fences which are up to 30" in height but allow room for pedestrian travel and car doors to open;
- Permitted street musicians, provided the normal public use of the right-of-way is not interfered with.

### STREET USES NEEDING A PERMIT

- Benches placed by private parties;
- Litter receptacles placed by private parties;
- Clocks;
- Bicycle racks placed by private parties;
- Telephone booths;
- Most landscaping (see exceptions noted above), including street trees;
- Any other obstruction sought to be placed upon a sidewalk or within a planting strip and determined by the city to provide a public benefit;
- Additions to the facades of existing buildings which are built up to the right-of-way line of the street, provided that such addition shall not exceed 6" in depth;
- Sidewalk cafes, provided that such permit shall last for one calendar year and must be renewed each year;
- Most fences (see exceptions noted above), retaining walls, terracing, and other similar structures;
- A property owner adjacent to an unimproved street may request a one-year permit for the use of up to half of the adjacent right of way. These permits must be renewed each year;
- Where use of the sidewalk, planting strip, and/or street area is necessary for construction work which is being conducted on private property, and where a Right of Way Construction permit is not required, such temporary devices as scaffolding, barricades and/or pedestrian walkways may be permitted under conditions as specified by the City Engineer;
- Retail stands which are approved in accordance with PAMC 17.26.
- Exhibitions sponsored by civic, charitable, or other non-profit organization or be a civic event as defined by the City Manager.

### **APPLICATION INFORMATION:**

An application for a Right of Way Use Permit is available either at the Public Works and Utilities Department Counter on the second floor of City Hall, 321 E. 5th Street, or the Permit Counter on the first floor of City Hall. A complete application shall include, but is not limited to, the following as applicable:

- Name and address of applicant;
- Description of the obstruction;
- Drawings and/or specifications of the obstruction;
- Explanation of the necessity to use the public right of way;
- Hold harmless agreement;
- Proof of insurance naming the city as additional insured, except for benches, litter receptacles, bicycle racks, private planters, other landscaping, fences, walls and others as approved;
- Execution of Agreement to Remove Encroachment for permanent structures placed within the public right of way including, but not limited to, fences over 30", rockeries, walls, stairs and ramps;
- Non-refundable fee(s), as listed in PAMC 3.70.110, Street Use Permit Fees.

### **APPLICATION REVIEW**

A completed application will be reviewed by the Public Works and Utilities Engineering Services Division to see if all of the required information is on your application. All permits are routed for review by various departments of the City prior to issuance of the permit. Initial review may take up to three weeks.

Depending on the proposed use, additional permits may be required a Right of Way Use Permit is approved. These could include a building or sign permits.

The Engineering Services Division will inspect the work to assure that the conditions of the permit and City Ordinances and Codes are met.

### **EXPIRATION OF PERMIT**

Most Right of Way Use Permits are a one-time-only permit and last for the duration of the structure or use. Exceptions are sidewalk cafes, annual events, use of unopened right of way, and temporary use permits.

All permits are subject to termination at any time without cause upon written notification from the City. As a practical matter, this means that the use would have to be stopped if an overriding public use of the right-of-way came into conflict with the permitted use or the conditions of the permit are not being met.

### **STREET CLOSURES**

Streets may be closed temporarily if the closure is determined to be a benefit to the public or necessary for public health, safety, or welfare.

### **INSURANCE REQUIREMENTS**

- Provide and maintain in force a certificate of insurance with limits not less than the following: personal injury insurance of \$300,000 per person, \$300,000 per incident, and \$100,000 property damage. The City shall further be provided with an endorsement to such policy, naming the City as an additional insured.
- Exceptions: Insurance is not required for the following: benches, litter receptacles, bicycle racks, private planters, other landscaping, fences, walls, and others so exempted by the Director of Public Works and Utilities.





# RIGHT OF WAY USE PERMIT APPLICATION

NAME OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

STREET ADDRESS OF PROPOSED STREET USE \_\_\_\_\_

DESCRIPTION OF REQUEST (Include drawings required for clarity): [If street closure is requested, please state the name of the street and limits of closure, together with the duration of closure.]

\_\_\_\_\_  
\_\_\_\_\_

IS THE USE TEMPORARY OR PERMANENT? \_\_\_\_\_

HOW LONG WILL THE OBSTRUCTION BE IN PLACE? \_\_\_\_\_

WHAT ARE THE HOURS OF OPERATION? \_\_\_\_\_

HOW IT WILL BE LIGHTED? \_\_\_\_\_

EXPLAIN THE NECESSITY TO USE THE PUBLIC STREET, SIDEWALK OR PLANTING STRIP. ARE THERE ALTERNATE AREAS THAT COULD BE USED?

\_\_\_\_\_  
\_\_\_\_\_

### HOLD HARMLESS and INDEMNIFICATION AGREEMENT

In compliance with the Port Angeles Municipal Code, and in consideration of the issuance by the City of Port Angeles of a Right Of Way Use Permit to the undersigned allowing the placement of the above described street use or obstruction, the undersigned for himself and for his successors in interest, hereby agrees to indemnify, hold harmless, and defend the City of Port Angeles against any claims or lawsuits for personal injury or property damage arising out of, or in any way connected with, the placement of the use or obstruction on the City street, sidewalk, planting strip, or right of way

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_



\_\_\_\_\_  
Applicant

\_\_\_\_\_  
NOTARY PUBLIC for Washington,  
residing at \_\_\_\_\_  
My commission expires: \_\_\_\_\_

*(This permit, if approved, may be terminated by the City of Port Angeles without cause and at any time)*

### [OFFICE USE ONLY]

Date application received \_\_\_\_\_ Fee paid \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

Date Certificate of Insurance per PAMC 11.12.140(B) received \_\_\_\_\_

Agreement to Remove Encroachment signed and on \_\_\_\_\_ N/A \_\_\_\_\_  
and recorded on \_\_\_\_\_ N/A \_\_\_\_\_

Application reviewed and recommendation by City Engineer \_\_\_\_\_ Date \_\_\_\_\_  
is to deny or approve and with the following conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application approved or denied by the Director of Public Works \_\_\_\_\_ Date \_\_\_\_\_

Approved copies to: Applicant  Fire  Police  Street  Other \_\_\_\_\_  Address file  RUP# \_\_\_\_\_



# SIGN PERMIT APPLICATION

Print in ink

**CITY OF PORT ANGELES**  
 Attn: Building Permit Technician  
 321 E. Fifth St., Port Angeles, WA 98362  
 (360) 417-4815 fax (360) 417-4711

For City Use Only:	
Date Received	_____
Permit #	_____
Date Approved	_____

Applicant or Agent \_\_\_\_\_ Phone \_\_\_\_\_  
 Property Owner \_\_\_\_\_ Phone \_\_\_\_\_  
 Property Owner's Address \_\_\_\_\_  
 Contractor/Engineer \_\_\_\_\_ Phone \_\_\_\_\_  
 Contractor/Engineer's Address \_\_\_\_\_  
 License # \_\_\_\_\_ Expires \_\_\_\_\_

Project Address	_____
Business Name	_____
Parcel Number	_____ Lot _____ Zoning _____

**Submit an 8 1/2" x 11" site plan & three sets of plans that include:**

- Type of sign (wall-mounted, projecting, freestanding, illuminated, other...)
- Placement and sq. ft. area
- How the sign will be securely attached (Engineering specs may be required for freestanding signs)
- Separation distance between the bottom of projecting and freestanding signs and the surface below  
 See "Chapter 14.36 Sign Code" of the City of Port Angeles Municipal Code for sign requirements.

**Sign Type & Brief Description:** (Type, location, sq. ft.)

Sign #1 \_\_\_\_\_  
 Sign #2 \_\_\_\_\_  
 Sign #3 \_\_\_\_\_  
 Sign #4 \_\_\_\_\_

Unit Charge	Quantity	Totals (Unit charges multiplied by quantities)	Type of Sign	Sign(s) Valuation \$.
\$47.00	x _____	= \$ _____	All signs less than or equal to 25 sq. ft.	_____
\$85.00	x _____	= \$ _____	Wall sign or marquees, over 25 sq. ft.	_____
\$115.00	x _____	= \$ _____	Freestanding sign or projecting sign, over 25 sq. ft.	_____
<b>GRAND TOTAL</b>			Make Checks Payable to: City of Port Angeles	
\$ _____			Credit Cards (Except American Express) are accepted	

Existing sign(s) area \_\_\_\_\_ sq. ft. + Proposed sign(s) area \_\_\_\_\_ sq. ft. = Total sign(s) area \_\_\_\_\_ sq. ft.

Building façade area (height \_\_\_\_\_ ft. X width \_\_\_\_\_ ft.) = \_\_\_\_\_ sq. ft. (If a building has more than one business in it, only measure the area of the building façade that is used by the business applying for this permit.)

I have read and completed this application and know it to be true and correct. I am authorized to apply for this permit and understand that it is my responsibility to determine what permits are required, and to obtain permits prior to working on projects.

Date \_\_\_\_\_ Print Name \_\_\_\_\_ Signature \_\_\_\_\_