

# Opening a Restaurant

## CHECKLIST



1



START

### ZONING CHECK

- Verify with City of Tacoma Planning and Development Services that your location is properly zoned to operate a restaurant.



2



### PRE-APPLICATION MEETING

- Schedule a pre-application meeting with City of Tacoma Planning and Development Services prior to the actual permit process.



3



### CHOOSE A BUSINESS STRUCTURE

- Determine your business structure.



4



### LICENSING

- Register LLC or corporation with WA Secretary of State (*sole proprietors and general partnerships skip this step*).
- Submit WA business license application.
- Apply for City of Tacoma business license.
- Submit Food Plan Review to Tacoma-Pierce County Health Department before starting construction or making changes.
- Apply for Federal Employer Identification Number (EIN).
- Apply for a liquor license if planning to sell alcohol.



6



### INSPECTIONS

- Schedule building inspections with City of Tacoma Planning and Development Services to receive Certificate of Occupancy.
- Prepare for an inspection by the Tacoma-Pierce County Health Department.
- Schedule building inspections with the Tacoma Fire Department.



5



### CONSTRUCTION PERMITS

- Use fee estimator tool to estimate fees for City of Tacoma permits.
- File the appropriate permits to begin work on building.
- File for City of Tacoma sign permit if installing a sign.
- Apply for Food Establishment Annual Permit with the Tacoma-Pierce County Health Department.
- Apply for the City of Tacoma Sidewalk Cafe Permit if planning to operate food and/or drink service on the sidewalk adjacent to the restaurant.



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For questions or suggestions please e-mail [makeittacoma@cityoftacoma.org](mailto:makeittacoma@cityoftacoma.org)

This checklist is intended to provide you with a general guide to navigating the governmental requirements for starting and growing a business. It is not an exhaustive listing of every requirement for every type of business. You remain responsible to identify and comply with all licenses, registrations, zoning and other regulatory requirements that apply to your specific business at your location.