

## Start the permit and license process

Find information on completing license and permit forms below.

City of Vancouver zoning, building, fire and sign permits and business licenses: [cityofvancouver.us/permits](http://cityofvancouver.us/permits)



Clark County Public Health Department food license permits, applications and forms: [clark.wa.gov/public-health/food-service-establishment](http://clark.wa.gov/public-health/food-service-establishment)



Washington State Labor and Industries business license [business.wa.gov](http://business.wa.gov)



Washington state liquor license (if you will be serving alcohol) [lcb.wa.gov/licensing/licensing-services](http://lcb.wa.gov/licensing/licensing-services)



I have my business plan.  
Now what?

## Learn more about opening a restaurant in Vancouver

### Contact us

360-487-8410 option 3  
[business.licenses@cityofvancouver.us](mailto:business.licenses@cityofvancouver.us)  
[cityofvancouver.us/business](http://cityofvancouver.us/business)

### City Permit Center

Vancouver City Hall  
415 W. 6<sup>th</sup> Street  
Vancouver, WA 98660

### Hours

Monday – Friday, 9 a.m. to 4 p.m.  
Closed daily from 12:30 – 1:30 p.m.

### Small Business Assistance Opportunities

[smallbusiness@cityofvancouver.us](mailto:smallbusiness@cityofvancouver.us)  
[cityofvancouver.us/business](http://cityofvancouver.us/business)



# RESTAURANT



## STARTUP GUIDE

So you want to  
open a restaurant...



CITY OF  
**Vancouver**  
WASHINGTON

# RESTAURANT



## STARTUP GUIDE

### 1 I have my business plan. Now what?

Prior to purchasing a building or signing a lease, contact the City of Vancouver's Community Development Department (CDD) and determine what will need to be done to the site and building to allow restaurant use.

Community Development Department  
development@cityofvancouver.us  
[cityofvancouver.us/cdd](http://cityofvancouver.us/cdd)

City Permit Center | Vancouver City Hall  
415 W. 6<sup>th</sup> St., Vancouver, WA 98660  
Hours: Monday – Friday, 9 a.m. to 4 p.m.  
Closed daily from 12:30 – 1:30 p.m.  
360-487-7800  
permitcenter@cityofvancouver.us  
[cityofvancouver.us/permits](http://cityofvancouver.us/permits)

### 2 What permits or licenses do I need?

- City zoning, building, fire and sign permits and a City business license
- A food license permit, plus other applications and forms from the Clark County Public Health Department ([clark.wa.gov/public-health/food-service-establishment](http://clark.wa.gov/public-health/food-service-establishment))
- A business license from Washington State Labor and Industries ([business.wa.gov](http://business.wa.gov))
- A Washington state liquor license, if you will be serving alcohol ([lcb.wa.gov/licensing/licensing-services](http://lcb.wa.gov/licensing/licensing-services))

### 3 Do I need a design professional?

You may need to hire a design professional based on the scope of work for your project. Contact the City Permit Center to find out.

### 4 What type of plans do I need to submit?

- Complete floor plans
- Kitchen equipment layout, including all equipment specifications
- Restrooms
- Mechanical Plan
- Type I or Type II Hood, including a Roof Plan
- Plumbing plans

### 5 What is the process after I submit my plans?

Multiple departments will review your application and plans:

- Building safety
- Fire
- Engineering
- Zoning
- Sewer system development fee review

Further information may be required. After your fee is paid, your permit will be issued.

### 6 I have a permit. What's next?

- Read all permit documents for inspections schedules
- Begin construction/renovation work
- Schedule inspections according to permit document

### 7 All final inspections approved

- Obtain your Certificate of Occupancy (C.O.) or a temporary C.O.

### 8 Am I ready to open my restaurant?

- Health Department approval
- Business licenses
- Post your occupancy permit
- OPEN!**