

# NEW BUSINESS WELCOME PACKET

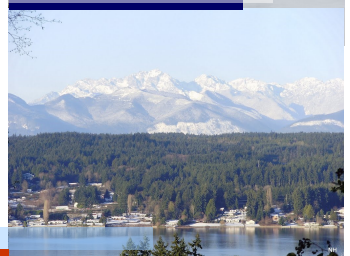
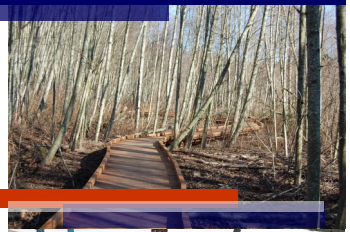
*Updated February 3, 2023*



**Velkommen til Poulsbo!** We are excited to welcome you as a new business owner to the City of Poulsbo. As part of your welcome, we are eager to assist you in any way we can. We hope you enjoy Poulsbo and we are glad you are here.

In this packet you will find important phone numbers, general information, available services, and resources that we hope will be beneficial to you.

As you settle into beautiful Poulsbo, please do not hesitate to visit us with any questions you may have. You can also access our webpage at [www.cityofpoulsbo.com](http://www.cityofpoulsbo.com). As you explore your new business community, make sure to meet your new neighbors who may have great advice as well as your City officials who may be able to provide connections. Again, welcome to Poulsbo, we look forward to seeing you around town!



# Municipal Resources



## CITY HALL

Open Monday - Friday  
8 am to 4:30 pm

200 NE Moe Street  
Poulsbo | WA | 98370

360-779-3901

## COUNCIL MEMBERS

Position No 1.	Andrew Phillips
Position No 2.	Connie Lord
Position No 3.	Britt Livdahl
Position No 4.	Jeff McGinty
Position No 5.	Ed Stern
Position No 6.	David Musgrove
Position No 7.	Gary McVey

## GOVERNMENT OFFICIALS

Mayor	Becky Erickson
City Clerk	Rhiannon Fernandez
Human Resources	Deanna Kingery
Finance Dir.	Deborah Booher
IT Manager	Nick Williamson
Public Works Dir.	Diane Lenius
PW Superintendent	Mike Lund
City Engineer	Joshua Raines
Planning Dir.	Heather Wright
Parks and Rec Dir.	Jeff Ozimek
Housing/Health/ Human Services Dir.	Kimberly Hendrickson

### Police Department

200 NE Moe Street  
360-779-3113 (non-emergency)  
Chief: Ron Harding

### Poulsbo Fire

911 Liberty Rd NE  
360-779-3997 (non-emergency)  
Chief: Jim Gillard

# Is My Business Permitted?

Poulsbo's zone designations determine how you can use and develop property. Before you make plans to move, change, or expand your business, you need to know the zoning designation and the associated zoning laws.

**FIRST.** Find out the zoning district by going to:  
[www.cityofpoulsbo.com/codes-amendments-maps/](http://www.cityofpoulsbo.com/codes-amendments-maps/)

- As an example, we will use C-2 Viking Ave.

**SECOND.** Go to the Poulsbo Municipal Code:  
[www.codepublishing.com/WA/Poulsbo/](http://www.codepublishing.com/WA/Poulsbo/)

- Click on Title 18: Zoning Ordinance
- Find 18.80 Commercial Districts

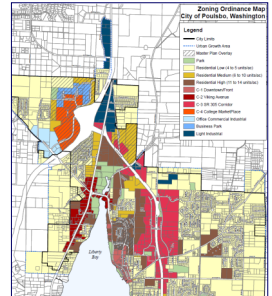
**THIRD.** Determine if the use you are proposing is allowed. Use means an activity or purpose for which land or premises or a building is designed, arranged or intended, or for which it is occupied or maintained, let or leased.

- As an example, we will use a proposed microbrewery.
- Click on 18.80.030, Uses. The use table will list each commercial zone and the types of uses that are regulated.
- Scroll until you find “microbrewery, distillery or winery.”
- Under the C-2 Viking Ave. category we see the letter P. This means that the use is permitted outright, subject to all the applicable provisions of Title 18.

**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 C-2 Viking Ave., you can find those in 18.80.040.

- 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 the Planning and Economic Development (PED) staff. Describe your project and location and staff will let you know what permits will be required to move forward. PED Department can be reached at (360) 394-9748 or [plan&econ@cityofpoulsbo.com](mailto:plan&econ@cityofpoulsbo.com).



# Permitting.

**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](#). Handouts and applications may be found on the City's [webpage](#).

**Building Permit.** Required if you are constructing or modifying your business. Building permits, applications and fees can be found [online](#) or at City Hall.

**Grading Permit.** If you plan on removing, moving, or bringing in more than 50 cubic yards of dirt, you will need a clearing and/or grading permit through the [Engineering](#) Department.

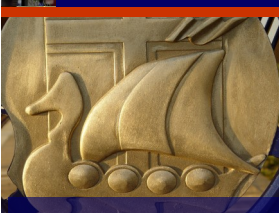
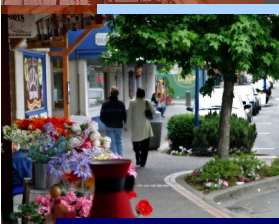
**Health Permit.** Certain types of business will require a health permit such as restaurants, bars, day-care facilities, and bakeries. Check with the Kitsap Public Health District to determine if you need a permit at (360) 728-2235 or visit them online at [www.kitsapublichealth.org/](http://www.kitsapublichealth.org/).

**Right of Way (ROW) Permit.** Any work done in the City ROW, connecting to utilities, or a new driveway need a permit. Contact the [Engineering](#) Department for permit application, fees, and requirements.

**Sandwich Board Sign Permit.** [Sandwich Board Signs](#) are regulated in the Zoning Ordinance. If your business plans to display a sandwich board for longer than 14 days in the year, it is considered to be on permanent display and requires a free [sandwich board sign permit](#) from the city.

**Sign Permit.** If your business plans to display signage, you will need to review the City's [standards](#) in [PMC 18.170](#).

**Washington State Department of Liquor and Cannabis Board.** Specialty permits, such as Alcohol and Banquet Permits, can be applied for through the [State Liquor and Cannabis Board](#). Please call (360) 664-1600.





# Sandwich Boards.

A [sandwich board sign](#) means a portable sign, typically in the shape of an inverted V, with two sign boards attached to each other at the top of the sign; also known as a sidewalk or A-frame sign.

## WHEN IS A PERMIT REQUIRED?

Sandwich board signs intended for permanent display (more than 14 days in a calendar year) are required to obtain a sandwich board sign permit from the city. The annual permit is valid for the calendar year and expires on December 31st of each year.

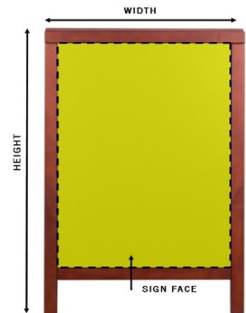


## HOW MANY CAN YOU HAVE?

No more than one sandwich board sign shall be permitted for any business.

## WHAT ARE THE SIZE LIMITATIONS?

- Sandwich board signs shall not exceed 6 square feet in size per face and shall not exceed 4 feet in height.
- The sign shall not be artificially increased above the allowed maximum height by elevating the sign off of ground level by any means.



## WHAT IS THE PERMIT PROCESS?

You can submit your application by mail or in person. By mail, send the [Sandwich Board Registration Application](#) and materials to:

City of Poulsbo - Planning and Economic Development  
200 Moe Street NE  
Poulsbo, WA 98370

An application must include a notarized signature from the property owner of the site where the sign is intended to be placed.

When a sign is located within the right-of-way you will also need to provide a signed and notarized statement that you assume liability for any damage resulting from your use of the sandwich board sign, and which holds the City harmless from all losses and/or damages. This signature block is included in the city's sandwich board permit application.

**Sandwich board sign permits are free.**

# Miscellaneous Glossary.

There are a number of other terms and requirements that you may encounter. Below is a brief explanation and, if available, links to handouts for additional information.

**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. These pre-app conferences are intended to provide an overview of the regulatory requirements and application process. PED staff will inform you if a pre-app conference is required or recommended.

**CHANGE OF USE** is a change from one permitted use to another. The only guide for determining whether one use is different from another is its [use classification](#) in the Poulsbo [Zoning Ordinance](#). For example, when a retail space changes to a restaurant, an office changes to retail, or a home changes to an office.

**TEMPORARY USE PERMIT** is a mechanism by which the city may permit a use to locate within the city on an interim basis without requiring full compliance with the development standards of the land use district or by which the city may permit seasonal or transient uses not otherwise permitted. See [PMC 18.280](#) for time limits and standards.

**TEMPORARY SIGNAGE.** A temporary sign means any sign, banner, pennant, valance or advertising display intended to be displayed for only a limited amount of time. No permit is necessary for temporary signs, however they are required to consistent with PMC 18.170.

**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. See the [Home Occupation](#) handout for more information.



# Business License.

Every business needs one or more federal, state, or local licenses to operate. The City of Poulsbo is participating in a joint business licensing program with the [State of Washington Business Licensing Service](#). Most businesses may now apply online for the City of Poulsbo and various state and local agencies (including Department of Revenue, Secretary of State, Employment Security, Labor & Industry, and Department of Licensing and other municipalities) using a single form with addendum pages for each participating municipality.

You will receive one Business License from the State showing both your city and state business licenses.



To register your business with the City and State visit the [City of Poulsbo License Information Page](#). You will be instructed how to apply online or by mail. Questions about the Business License Application form or the Addendum form should be directed to the Department of Revenue at 1-800-451-7985.

## LICENSE FEES

New application	\$65.00 (plus State fee)
Annual Renewal	\$65.00 (plus State fee)
Special Event	\$75.00
Temporary	\$20.00 **
Non-Profit	\$0.00

\*\* Temporary Business Licenses are only valid any 14 days within a 3-month period and are non-renewable.



# Business Resources.

Poulsbo Chamber of Commerce | <https://poulsbochamber.com/>

Historic Downtown Poulsbo | <http://www.historicpoulsbo.com/>

Visit Poulsbo | <http://www.visitpoulsbo.com/>

Port of Poulsbo | <http://www.portofpoulsbo.com/>



Western on the Peninsulas | <https://www.wvu.edu/peninsulas>

Olympic College | <https://www.olympic.edu/>

Visit Kitsap Peninsula | <https://www.visitkitsap.com/>

Kitsap Community Resources | <http://www.kcr.org/>



Kitsap Economic Development Alliance | <http://kitsapeda.org/>

West Sound Workforce | <https://www.westsoundworkforce.com/>

Impact Washington | <https://impactwashington.org/>

WA Small Business Development Center | <http://wsbdc.org/>



## UTILITY INFORMATION

**Water and Sewer, City of Poulsbo** | 360.779.4078

**Stormwater, City of Poulsbo** | 360.779.4078

**Garbage, City of Poulsbo** | 360.779.4078

**Commercial Recycling, Bainbridge** | 800.531.1918

**Yard Waste, Bainbridge** | 800.531.1918

**Electricity, PSE** | 888.225.5773

**Natural Gas, Cascade Gas** | 360.373.1403



# Community Quick Facts.



## Known as Viking City and Little Norway

Founded by Norwegian immigrant Jorgen Eliason in the 1880s, Poulsbo was settled in its early years by a large number of Norwegian and other Scandinavian immigrants because of its similarities to their native countries.

<b>Population</b>	12,000
<b>Median Age</b>	42.1
<b>Land</b>	4.67 (sq. miles)
<b>Shoreline</b>	3.93 miles
<b>Parks</b>	141 Acres
<b>Trails</b>	5.59 miles



★ center of our universe.

## Distance (in miles)

Bainbridge Island Ferry	12
Kingston Ferry	10
Port Townsend Ferry	54
Victoria Ferry (Port Angeles)	61
Puget Sound Naval Shipyard	17
Naval Base Kitsap	9
Hood Canal Bridge	9
Tacoma	48
Olympia	75



Marina Market carries over 600 varieties of licorice.



Sluys Bakery has been serving out doughy sweets since 1966.



8,000 lbs/7'6" tall Life-like Octopus sculpture located outside the SEA Discovery Center.

# Community Events.

**VIKING FEST.** Viking Fest is held in May to celebrate the Scandinavian Founders. Family friendly event.

**WATER TRAILS FESTIVAL.** Held in June, enjoy food, music, games, and activities celebrating the natural resources of the Kitsap Peninsula Water Trails.

**SUMMER NIGHTS AT THE BAY.** Held at Muriel Iverson Waterfront Park. Families are invited to bring a picnic dinner and enjoy some music and dancing.

**PERFORMANCES AT THE PASSAGE.** Free summer concert series held at Clearwater Casino. All ages.

**FARMERS MARKET** (April– December). Located at Gateway Fellowship, outdoor market featuring regional farmers, crafters and food processors showcasing some of the freshest, most local products available.



**MOVIES ON THE LAWN.** Free summer movies series Clearwater Casino.

**POULSBO ARTS FESTIVAL.** Celebrated at Muriel Iverson Waterfront Park on the 3rd weekend in August. Enjoy a children's art corner, jewelry, photography, metalworking, ceramics, woodworking and fabric arts.

**HALLOWEEN IN GHOULSBO.** Trick or treating in Downtown.

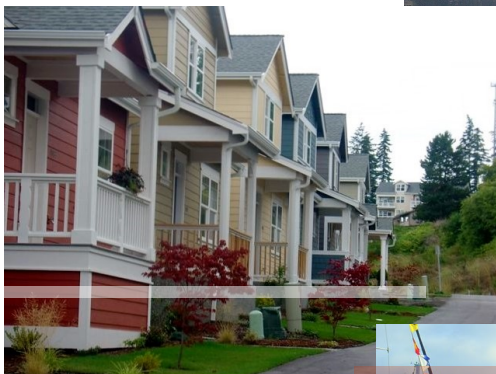
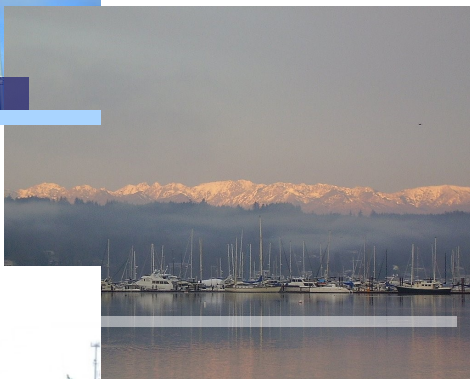
**TREE LIGHTING.** Community tree lighting ceremony on Viking Way.

**JULE FEST.** Experience the lighting of the Yule Log at the Waterfront Park.

**LIGHTED BOAT PARADE.** Presented by Poulsbo Yacht Club and Historic Downtown Poulsbo Association, boats will cruise Liberty Bay showing off their finest Christmas sparkle.

**WINTER RENDEZVOUS.** Food, music, and dancing in Downtown Poulsbo.

**POULSBO ART WALK.** Held in Downtown Poulsbo every second Saturday of the month. Includes art, sales, food, and drink.



For more information:

## **Planning and Economic Development**

200 NE Moe Street | Poulsbo | WA 98370

[www.cityofpoulsbo.com](http://www.cityofpoulsbo.com) | 360.394.9748

[plan&econ@cityofpoulsbo.com](mailto:plan&econ@cityofpoulsbo.com)