



# Gig Harbor Business License

## Fees

General business license over 200 sq ft	\$120
Under 200 sq ft or Home Occupation	\$60
Nonprofit business license	\$0
Non-resident business license	\$60

**Review Time** - Average approval time for a license or endorsement is about 3-4 weeks. Licenses are reviewed by staff in Utilities, Public Works Operations, Police Department, Building, Engineering and Planning.

**Signs** - Before making any additions or modifications to signage, you will need to apply for a permit.

**Zoning** - All businesses must adhere to zoning and building regulations. Please contact the Planning Division with any zoning questions.

**Home occupation** - A home occupation shall only be permitted in the principal dwelling by the occupants of the dwelling. There should be no outward appearance of a business that would infringe on the rights of the neighboring residents to peacefully enjoy their home. Point of purchase retail sales are not permitted and parking of vehicles should not create a hazard or unusual congestion. Signs are not permitted on site for home occupations.

**Certificate of Occupancy** - A new Certificate of Occupancy (CO) is required for a change of occupancy where code requires a greater degree of safety, accessibility, structural strength, fire protection, means of egress, ventilation or sanitation than is existing in the current building or structure:

1. Any change in the occupancy classification of a building or structure.
2. Any change in the purpose of, or a change in the level of activity within, a building or structure.

**Tenant Improvements** – If making any changes or alterations please contact Community Development to see if permits are required.

Businesses can also find helpful information on the state's Small Business Guidance website at [www.business.wa.gov/](http://www.business.wa.gov/)

## ◆ GETTING YOUR CITY LICENSE ◆

If you are opening or operating a business in the city limits, you are required to add a City of Gig Harbor endorsement to your Washington state business license. Business is defined as any activities, occupation, pursuits, or professions with the object of gain, benefit, or advantage to the licensee or to another person or class, directly or indirectly, whether part-time or full-time.

### HOW TO APPLY

Online at [dor.wa.gov/](http://dor.wa.gov/)  
Login using your Secure Access Washington user ID or create an account

### NEW BUSINESS LICENSE

Click File New Business License Application.  
Be sure to select the City of Gig Harbor endorsement

### ADD TO EXISTING LICENSE

You will need a UBI number and letter ID  
Click the business you want to apply for a license/endorsement, then the location  
Click file new business license application