



BUILDING AND FIRE SAFETY SERVICES CLIENT ASSISTANCE MEMO

BUSINESS ASSISTANCE MEETING

Are you starting a new business, planning a Tenant Improvement or a Change of Use in an existing space?

The City of Gig Harbor is pleased to offer Business Assistance Meetings (BAM) as a service to new and existing business owners wanting to make tenant improvements* or initiate a change of use** at a location within the city limits.

A business owner or their representative may request a free 30-minute meeting with city staff from any or all divisions to discuss a proposal to either open a new business, enhance an existing business, or move an existing business to another location.

Requests for a meeting should be submitted by email to the Building Division at buildingintake@gigharborwa.gov.

The business owner or their representative shall provide, at a minimum, the following information in their request:

- Contact information
- Nature of business
- Proposed business address with square footage (if available)

If the business owner or their representative has follow-up questions after the initial 30-minutes, they may request one additional free 30-minute meeting to address those questions. Questions for the second meeting should be submitted in advance and be very specific.

Should the business owner or their representative desire a more detailed meeting, including written staff memos and responses, for the same proposal, they will need to request a formal pre-application conference through the Planning Division.

For questions about the city's BAM service please contact the Building Division at (253) 851-6170.

*Tenant improvements are any changes or upgrades that a landlord or tenant makes to a commercial rental space.

**Change of use is defined as any activity which is not already established in a space or portion of a space. For example, dress store to dress store is not a change of use. Dress store to paint store is a change of use as is converting a storage area to a sales area or vice versa.