



CITY OF EDGEWOOD

ECONOMIC DEVELOPMENT ADVISORY BOARD SPECIAL MEETING

Wednesday, September 16, 2026 – 6:00 PM ♦ City Hall – 10440 Dom Calata Way E ♦ Edgewood, WA

Meeting Link: <https://zoom.us/j/92275379112>

1. CALL TO ORDER

- 2. CITIZEN COMMENT PERIOD:** *This portion of the meeting is reserved for the public to comment on items not on the agenda. It is not a back and forth, or an open discussion. If you wish to speak, please raise your hand and wait to be called on. Comments are limited to three minutes.*

3. ITEMS OF BUSINESS

- A.** Small Business Welcome Materials
- B.** Fall Meetings Work Plan

4. ADJOURN

This meeting is accessible to persons with disabilities. For individuals who may require special accommodations, please contact City Hall at (253) 952.3299, 24 hours in advance.

Small Business & New Business Resource Guide



A welcome packet and planning companion for entrepreneurs opening, moving, or growing a business in Edgewood

Community & Economic Development Department

10440 Dom Calata Way E, Edgewood, WA 98372
(253) 952-3299 | www.edgewoodwa.gov

Template guide — customize with current city officials, logo, and department contacts before distribution.

Welcome to Edgewood

The City of Edgewood wants your business to succeed here. This guide walks new and expanding businesses through zoning, permitting, and licensing basics, and points you toward the local and regional partners who can help along the way. Reviewing the questions in this packet before you sign a lease, move into a new space, or expand your current business can save real time and prevent avoidable permitting delays.

A note from City leadership — [insert welcome message from the Mayor or CED Director here before distributing this guide]

How to Use This Guide

- **Pages 3–4** — Confirm your zoning and figure out which permits apply to your project.
- **Page 5** — Step-by-step guide to your Washington State / City of Edgewood business license.
- **Page 6** — Local, county, and state organizations that support small businesses.
- **Page 7** — Community snapshot and quick contacts for your files.

Edgewood at a Glance

Incorporated: 1996 • County: Pierce • Population: ~12,300 (2020 Census)

Land area: 8.4 sq. miles • ZIP codes: 98371, 98372, 98390

Location: Along the SR 161 (Meridian) corridor, ~20 minutes from downtown Tacoma and just off I-5/SR 167.

Key Contacts

Department / Office	Contact	What they help with
Edgewood City Hall	10440 Dom Calata Way E, Edgewood, WA 98372 (253) 952-3299 Mon–Fri, 8:30 a.m.–5:00 p.m.	General information and directory to all departments.
Community & Economic Development (CED)	(253) 952-3299 [insert CED permit staff email]	Zoning questions, building/fire permits, code compliance, planning & land use, business development.
Edgewood GIS	gis.edgewood.org	Look up your parcel's zoning district and city limits.
Edgewood Police Dept. (non-emergency)	[insert non-emergency line]	Safety questions for your business location.
Washington Business Licensing Service	dor.wa.gov • 1-800-451-7985	State and City of Edgewood business license applications and renewals.

Is My Business Permitted?

Edgewood's zoning designations determine how property can be used and developed. Before you commit to a location, lease, or expansion, confirm the zoning district and the uses allowed there — it is far easier to solve a zoning issue before signing a lease than after.

1

Find your zoning district

Look up your property on Edgewood GIS (gis.edgewood.org) to confirm you are within city limits and to see its zoning designation. If you are unsure whether a parcel is inside Edgewood, the GIS map will confirm it.

2

Check the Edgewood Municipal Code (EMC)

The Municipal Code, available through the City's website, sets out permitted, conditional, and prohibited uses for each zoning district, along with development standards such as setbacks, height limits, parking, and landscaping.

3

Confirm your proposed use is allowed

"Use" means the activity or purpose for which a building or property is designed, occupied, or maintained. Compare your business activity against the use table for your zoning district to see whether it is permitted outright, allowed conditionally, or not permitted.

4

Review development standards

Planning to remodel, add square footage, or change how a building is used? Review the development standards for your zone — setbacks, height limits, parking, and landscaping requirements commonly apply to remodels, additions, and changes of use.

5

Talk with CED staff before you commit

Once you have a location and a general plan, contact the Community & Economic Development Department at (253) 952-3299. Describe your project and location, and staff will outline which permits apply and the likely review timeline.

Good to Know: Home-Based Businesses

Many Edgewood businesses operate from home. If your business is home-based, you will likely need a Home Occupation Certificate in addition to your business license. See EMC 18.100.070 and 18.100.080 for the full list of home occupation standards, or ask CED staff whether your business qualifies.

Permits & Licensing Overview

Depending on your business type, location, and any construction or signage plans, one or more of the following permits may apply. CED staff can help you confirm exactly what your project needs.

Permit / Approval	When it's needed	Where to start
Business License	Required for any business operating within Edgewood city limits before opening, and for outside businesses (e.g., contractors, mobile vendors) earning more than \$5,000/year within city limits.	Washington Business Licensing Service, dor.wa.gov
Home Occupation Certificate	Required alongside a business license for businesses operated out of a residence.	Submitted with your Business License Application; see EMC 18.100.070–.080
Building Permit	Modifications to walls, ceilings, or partitions over 5'9"; new construction, remodels, or structural changes.	CED Department, (253) 952-3299
Site Plan / Design Review	New construction, expansions, remodels/alterations of more than 5% of existing floor area, or a change of use.	CED Department
Surface Water / Site Development Permit	Added pavement or stormwater infrastructure as part of your project.	CED Engineering Division
Sign Permit	New or replacement signage for your business.	CED Department; review Edgewood sign standards first
Fire Prevention Permits	Fire sprinkler/alarm systems, suppression systems, tents, or LP tank installation.	CED Building & Fire Prevention Division
Food / Health Permit	Restaurants, food trucks, bakeries, grocery stores, and other food businesses.	Tacoma-Pierce County Health Dept., (253) 649-1703, food@tpchd.org
Mobile Food Vendor Registration	Food trucks operating within city limits — Edgewood is running a Food Truck Pilot Program in place of a Temporary Use Permit.	CED Department, (253) 952-3299

This table is a starting point, not a complete list of every code requirement. Always confirm specifics with CED staff for your particular project.

Getting Your Business License

Edgewood participates in Washington State's joint business licensing program. In most cases, a single application adds your City of Edgewood endorsement to your state business license.

1

Complete the Business License Application

Apply online through the Washington Department of Revenue's My DOR system, or by mail using the Business License Application and City/County Addendum. Include the Edgewood endorsement on your application.

2

Add the Home Occupation Certificate, if needed

Home-based businesses must also submit a Home Occupation Certificate. The City cannot approve its endorsement until this certificate is complete — the City will follow up by email or letter if anything is missing.

3

Pay the applicable fees

Fees include a non-refundable state processing fee plus the City of Edgewood endorsement fee. Confirm current amounts with the Department of Revenue or CED staff, since fee schedules are updated periodically.

4

Wait for review

Average approval time is about 10 business days from a complete application; applications needing city or state endorsements can take longer. Mailed applications can take up to six weeks.

5

Renew on time

You'll receive a renewal notice roughly six weeks before your endorsement expires. Renew through the Department of Revenue to stay in good standing.

Exemptions & Special Cases

Some business types may be exempt from a City business license — see Edgewood Municipal Code Chapter 5.05.040 or contact the City directly to confirm. Businesses already licensed and adding an Edgewood endorsement can do so anytime through the Department of Revenue's "Add a city license to your business" tool.

Local & Regional Business Resources

You don't have to build your business alone. These local, county, and state partners offer free or low-cost support for entrepreneurs and small business owners.

Organization	How they can help
Fife Milton Edgewood (FME) Chamber of Commerce	Networking, advocacy, events, and community connections for Edgewood-area businesses. fmechamber.org
Pierce County Economic Development Dept.	County-level support for expanding or relocating businesses, including help finding financing and permits. piercecounitywa.gov/103/Economic-Development
Economic Development Board for Tacoma-Pierce County	Site selection, incentives, and workforce connections across the Tacoma-Pierce County region. choosetacomapierce.org
InvestPierceCounty.com	Searchable database of available commercial and industrial sites and buildings in Pierce County. investpiercecounity.com
Washington Small Business Development Center (WSBDC)	Free, confidential one-on-one business advising, plus workshops on planning, financing, and growth. wsbdc.org
Washington State Dept. of Revenue	Business licensing, tax registration, and the Washington State Small Business Guide. dor.wa.gov
U.S. Small Business Administration (SBA), Seattle District Office	SBA-backed loans, counseling referrals, and federal contracting resources.
Tacoma-Pierce County Health Department	Food establishment permits and food worker cards. (253) 649-1703 • food@tpchd.org • tpchd.org
SCORE	Free mentoring from experienced business volunteers, plus templates and workshops. score.org

Why Edgewood?

- Median household income is roughly 35% higher than the Pierce County average, and median home value is roughly 28% higher — a strong local customer base for retail, dining, and services.
- An estimated 78,000 people live within a 10-minute drive of Edgewood's Town Center.
- Located along the SR 161 (Meridian) corridor, about 20 minutes from downtown Tacoma and just off I-5/SR 167.
- The City's entitlement process is designed for speed: complete applications typically receive comments within two weeks, and many land use requests are approved within 30 days.

Community Snapshot & Quick Reference

Category	Detail
County	Pierce County, Washington
Incorporated	1996
Population	~12,300 (2020 Census)
Land area	8.4 square miles
ZIP codes	98371, 98372, 98390
Area code	253
Government type	Mayor-Council
Neighboring cities	Fife, Milton, Federal Way, Sumner, Puyallup
Major corridor	State Route 161 (Meridian); near I-5 and SR 167

Before You Publish This Guide

- Insert the current City seal / logo on the cover.
- Confirm the Mayor's welcome message and current City Council/staff names.
- Verify current fee amounts with the Department of Revenue and CED Department — fee schedules change periodically.
- Add the Police non-emergency line and any CED staff email addresses.
- Confirm all web links still resolve, and consider adding a QR code to the permit portal and Edgewood GIS on the back cover.

This guide is intended as a general orientation for new and expanding businesses in Edgewood. It does not replace the Edgewood Municipal Code, official permit requirements, or advice from City staff, and fees and processes are subject to change. For the most current information, contact the Community & Economic Development Department at (253) 952-3299 or visit www.edgewoodwa.gov.