



Get an idea of possible permitting and regulatory considerations for a new espresso shop in the location of a recently-closed espresso shop.

The location has been closed for less than 90 days and the new owner/operator intends to reopen quickly, making only minor changes to the menu or space.

- Existing espresso shop
- No change in previous menu, no equipment added
- No remodeling – just a new sign, paint, and décor
- “Grab-and-go” food only; no onsite food preparation
- Maximum occupancy: 50
- No outside seating
- No alcohol served
- No minor employees

On the List	For this Scenario	Variables	Cost/Time
Permitted Use*	<p>The owner should check with the Seattle Department of Construction and Inspections to confirm the permitted use is up-to-date and allowed.</p> <p><i>Because this location was already an espresso shop, the permitted use is likely up-to-date</i></p>	<p>If the use is allowable, but is different from the established use, then a Change of Use Permit can be processed along with construction permits.</p> <p>If the desired use is not allowable, then prior to construction permits the owner must apply for Conditional Use Approval – but there’s no guarantee they’ll get it.</p>	<p>A Conditional Use Approval, before construction permitting, can take 5-7 months for a decision – this varies case by case.</p> <p>More info...</p>
Historic District or Building*	<p>The owner should check with Seattle Department of Neighborhoods to see if the site has special requirements.</p> <p><i>This espresso shop location is not in a historic neighborhood or landmark building.</i></p>	<p>If the location is in a historic neighborhood or landmark building, any improvements (such as a new sign) would require Certificate of Approval.</p>	<p>Certificates of Approval can take 4-6 weeks for a decision.</p> <p>More info...</p>
Permitted Occupancy*	<p>The owner should check the location’s Certificate of Occupancy to see if it meets their needs for the new restaurant.</p> <p><i>Because this espresso shop occupancy is under 100 (this scenario’s occupancy is 50), there are no additional occupancy requirements.</i></p>	<ul style="list-style-type: none"> • Occupancy of more than 100 requires sprinklers and annual Assembly Permit. • Occupancy of more than 300 also requires fire alarm. • Increasing the rated occupancy can require additional exits, strengthening of floors, etc. 	<p>More info...</p>

	On the list	For this Scenario	Variables	Cost/Time
Kitchen	Grease Traps and Interceptors	<p>All restaurants must have a grease trap or interceptor.</p> <p><i>This espresso shop does not prepare food on-site, however, it's important for the grease trap to catch the fat from the dairy products.</i></p>	<p>The types and amounts of food served and amount of dishwashing will determine the size and type of grease trap or interceptor the restaurant needs. The owner should check the fats, oils, and grease (FOG) program with Seattle Public Utilities for more information on FOG requirements for restaurants and businesses.</p>	<p>Costs depend on the type of interceptor and difficulty of installation.</p> <p>More info...</p>
	Health Department Restaurant Plan Review*	<p>The owner should check with Seattle Department of Neighborhoods to see if the site has special requirements.</p> <p><i>This espresso shop location is not in a historic neighborhood or landmark building.</i></p>	<p>A more comprehensive Full Plan Review is required if:</p> <ul style="list-style-type: none"> • The previous location was closed more for than a year. • The menu changes from previous operation or additional kitchen equipment is added. 	<p>The plan review costs \$430-\$860 depending on the level of review required.</p> <p>More info...</p>
Permits	Annual Food Service Business Permit*	<p>The owner must get a Food Service Business Permit before the Health Department pre-opening inspection. It then needs to be renewed every year.</p> <p><i>Because this espresso shop includes only espresso and "grab-and-go" foods, it will likely be classified as Risk Level 1.</i></p>	<p>There are 3 categories of risk. The Food Service Business Permit annual fee is based on the risk category of the foods served and seating capacity.</p>	<p>Risk Level 1 Food Service Business Permits cost \$380-\$390 annually depending on seating capacity.</p> <p>More info...</p>
	Construction and Remodeling	<p><i>Because this espresso shop will not require any construction activity, the owner doesn't need any construction permits.</i></p>	<p>Structural, electrical, plumbing, or mechanical (hood) modifications require building and/or trade permits from Seattle Department of Construction and Inspections, and may also require plumbing permits from King County.</p>	<p>Minor changes may use a "24-hour review" construction permit and/or over-the-counter trade permits.</p> <p>Remodels and trade permits can take 5-9 weeks and costs are based on project value or number of fixtures.</p>
	Fire Sprinklers	<p><i>Because the occupancy of this espresso shop is less than 100, no fire sprinklers are required.</i></p>	<p>Sprinklers are typically required for:</p> <ul style="list-style-type: none"> • Restaurants, bars, and banquet halls more than 5,000 square feet, or with occupancy of more than 100. • All nightclubs, establishments not located on the ground floor, and establishments with more than 350 square feet for dancing or viewing performers. 	<p>Sprinkler plan review and permits from the Seattle Fire Department can take about 4 weeks per cycle of review.</p> <p>More info...</p>
	New Sign Permit	<p><i>Because this espresso shop is changing names and will need a new sign, a sign permit will be required.</i></p>	<p>Sign permits may require additional permitting, including:</p> <ul style="list-style-type: none"> • Electrical Permit for lighted signs. • Street Use Permit if over the right-of-way. • Department of Neighborhoods approval, if applicable. 	<p>Each permit has a separate application and fee.</p> <p>More info...</p>



	On the list	For this Scenario	Variables	Cost/Time
Registration	Outside Seating	<i>Because this espresso shop will have no outside seating, the owner won't need additional permits or requirements.</i>	<p>Outside seating requires 1 of 2 types of permits from the Seattle Department of Transportation:</p> <ul style="list-style-type: none"> • Sidewalk Café (allows more permanent seating area with table service) • Tables and Chairs (allows tables and chairs that are open for use by the general public – no table service allowed) 	<p>Sidewalk Café Permit: \$516 plan review, annual fee of \$146 plus square footage charge, takes up to eight weeks.</p> <p>Tables and Chairs Permit: \$172 for plan review, \$146 for permit, and \$140 annual renewal fee.</p> <p>More info...</p>
	Business Registration*	All businesses must register with the City of Seattle, the state Business Licensing Service, and the IRS.	State specialty licenses are also required for serving liquor, selling tobacco, and gaming and lottery activities.	<p>Most registrations take 1-2 days if done online or 14 days by mail; various fees apply.</p> <p>Specialty licenses have various timelines and fees.</p> <p>More info...</p>

*Required of all restaurants regardless of size or location

Hypothetical restaurant scenarios are for demonstration purposes only. Your situation may differ significantly, which may affect licensing and other regulatory requirements. While the information and estimated fees are accurate as of May 2013, always consult the appropriate department or agency for the most current information.