



City of

Black Diamond
Washington



New Business Welcome Packet

<https://www.blackdiamondwa.gov>

Welcome to Black Diamond

With rich history and beautiful scenery, Black Diamond is a great location to start your business. With projected growth from the Master Plan Development, existing commercial property, and historic downtown, your business is sure to thrive.

As you settle into Black Diamond, please reach out to the City's Community Development Department, your local City Council, Planning Commission, and local Chamber of Commerce to explore your business community. Community Development offers a complimentary 30-minute consultation to discuss your business questions and help guide you through the process of permitting.

Please feel free to visit the City's website <https://www.blackdiamondwa.gov/> for resources as well as the permit center for materials and handouts.

While starting a business can feel like a major milestone, city staff are here to help you navigate the necessary requirements with permitting and procedures to make this process less stressful and informational.



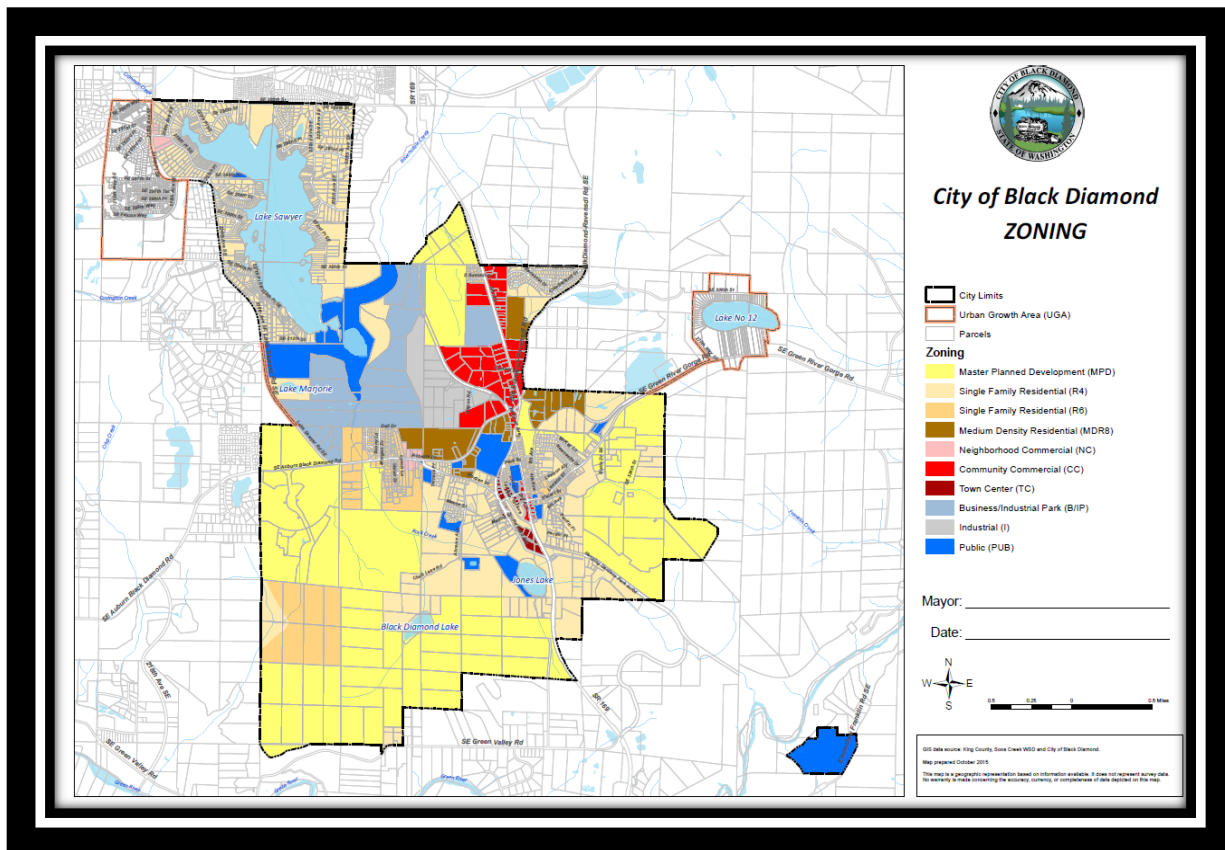
Please visit the video link below to gain a glimpse of charming Black Diamond!

<https://www.blackdiamondwa.gov/home/news/black-diamond-business-highlight-video>

Zoning Laws & Regulations

Before making decisions to start, expand or change your business adventure, please be sure to check the zoning designations and the associated zoning laws.

- ❖ Zoning districts can be found on the [Zoning Map](#)
- ❖ Permitted uses are outlined in the Municipal Code [Chapter 18.20 - Zoning Use Matrix](#).
- ❖ Please note Zoning Intents and Permitted Uses – Black Diamond Municipal Code defines the following:
 1. Chapter 18.36 - NEIGHBORHOOD CENTER—NC: [NC - Municipal Code](#)
 2. Chapter 18.38 - COMMUNITY COMMERCIAL DISTRICT—CC: [CC - Municipal Code](#)
 3. Chapter 18.40 - TOWN CENTER—TC: [TC - Municipal Code](#)
 4. Chapter 18.42 - BUSINESS/INDUSTRIAL PARK—B/IP: [B/IP - Municipal Code](#)
 5. Chapter 18.44 - INDUSTRIAL DISTRICT—I : [I - Municipal Code](#)



- ❖ **Design standards and Guidelines:** All developments shall comply with the design standards and guidelines applicable to the type of use and/or the district in which the proposed development is located.
 - [Chapter 18.74 - Design Standards and Guidelines](#)
 - [Commercial Zones - Design Guidelines](#)
 - [Business Park Industrial Areas - Design Guidelines](#)
 - [Historic Town Center - Design Guidelines](#)

Where do I begin?

You may encounter one or more required permits when opening a business. The following steps can be further discussed in a no charge 30 min. consultation. For larger projects a Pre-app meeting would likely be recommended.

Zoning

Before proposing a new business. Please check to make sure that your proposed business is permitted in the designated zone. [Zoning Map](#) [Zoning Matrix](#)

Home Business

Home based businesses require a general business license and a city endorsement obtained through the DOR for your WA state business license. Prior to applying for a home occupation business license, we strongly recommend that you contact Community Development Staff to determine if your proposed business meets the requirements of the municipal code for Home Occupations.

[Chapter 18.54 - Home Occupations](#) [Business License FAQ](#)

Pre-Application Meeting

Pre-application meetings are used to provide initial, general information for a potential development project. In preparation for the meeting, staff will review projects for consistency with the applicable codes and ordinances. At the meeting, staff and the applicant work together to develop approvable projects. The pre-application meeting is recommended for anyone wishing to obtain preliminary site analysis and feasibility information. The meeting is generally one hour in length.

Tenant Improvement /Building Permit

A Tenant Improvement (TI) is an alteration made of a commercial or industrial building to accommodate the needs of a tenant, such as adding or altering floor and wall coverings, ceilings, partitions, air conditioning, fire protection, and security.

Traffic Concurrency

New development activity, which includes any construction, expansion of a building, structure, or use, or change in use which could cause an increase in the number of vehicles on our roadways may be demonstrate that the activity meets concurrency requirements, meaning adequate transportation facilities are in place or will be in place to support the development activity. The applicant may be required to apply for a Capacity Reservation Certificate so the city can analyze and determine the impact that the new development activity will have on our roadways. The analysis will look at current roadway conditions and compare them to future conditions in which roadway projects will need to be completed to allow for more vehicle traffic. If it is determined that the development activity will increase the number of vehicle trips, the applicant will be required to contribute a transportation impact fee towards a future roadway project. [Title 11 - Concurrency](#)

[Chapter 3.80 - Transportation Impact Fees](#)

Where do I begin? (Continued)

Site Plan

A Site plan review and approval is required prior to the location, occupancy, or use of any commercial or industrial project, building or facility and for any multi-family residential use or structure containing four or more dwelling units. Site plan review shall apply to all new development, expansion or site improvements that will change the physical conditions of a site and is required prior to issuance of building permit. Site plan review is not intended to review and determine the appropriateness of a given use on a particular site. [Site Plan Review Checklist](#)

Change of Use

A change of use occupancy classification or use of any building requires the approval of the Building Official according to section 105.1, International Building Code 2018 Edition. To secure that approval, areas of the building may need structural changes, additional fire protection, or zoning code upgrades as required by code for the proposed occupancy. This occurs most frequently when a residence is converted to commercial use, or a commercial use is converted to a different occupancy (like an office to a restaurant).

Conditional Use

Conditional uses are those uses which require additional review and special conditions to ensure that they are compatible with their site and surrounding area. There are two types of CUPs, (1) Administrative Conditional Use Permit may be granted by the Director, or (2) a Conditional Use Permit may be granted by the Hearing Examiner after a public hearing. The Hearing Examiner or Director shall impose all requirements for such use, as prescribed in Black Diamond Municipal Code Title 18 and or conditions and safeguards as are necessary to secure adequate protection for the area in which the use is to be permitted. Public notice is required for both types of CUP applications.

Temporary Use

Temporary or seasonal activities that are commonly experienced in the community but are only appropriate for a limited time. Because of their short duration and anticipated limited impact on their surroundings, some temporary uses may be allowed as-of-right if meeting prescribed limits of operation, while others of a more visible nature require review by the director prior to issuing a required permit.



Permitting

Please visit our City's website and the Community Development page to access all checklists and handouts for permitting. <https://www.blackdiamondwa.gov/community-development>

If you would like to submit an application for a 30-minute consultation, please fill out the form [Small Business Consultation Application](#) and send to permits@blackdiamondwa.gov where we will process the application and follow up with dates and times to meet.

Business License: Black Diamond Municipal Code (BDMC) requires all businesses located within the city limits, or who conduct business within the city limits, to be licensed with the City, even if the physical location of the business is located elsewhere. The City of Black Diamond participates in the State Business Licensing Service (BLS) partnership. This combined licensing system makes it easier to connect state and local requirements in one annual transaction for most businesses.

To obtain a City endorsement for your Washington business license, you must file (or renewal) with the Washington State Business Licensing Service. Washington State Business License applications and renewals may be filed online or by mail with the State Business Licensing Service

Online:

File online with [DOR](#)

By Mail:

Complete the Business License Application and supplemental forms and mail to:
Business Licensing Service
P.O. Box 9034
Olympia, WA

Helpful tips:

- ❖ All new businesses require a building and/or planning permit as well as separate plumbing, mechanical, sign, and fire permits for commercial.
- ❖ Please follow [Chapter 18.82 - SIGNS](#) for regulations on the sign code for your proposed business signs.
- ❖ All electrical permitting is completed through L&I <https://www.lni.wa.gov/licensing-permits/electrical/electrical-permits-fees-and-inspections/>.
- ❖ All food businesses need to contact King County Department of Health for additional permit requirements. Additionally, you may need to contact the Washington state Liquor and Cannabis Board.

<https://kingcounty.gov/en/dept/dph/certificates-permits-licenses/food-business-permits>

<https://lcb.wa.gov/>



Demographics & Events



Bases on 2022 Census

Events & Recreation

Black Diamond offers recreational events for all interests from the traditional historic community events to local activities that are put on by Ten Trails Master Development and Lake Sawyer Community Club.

- ❖ *4th of July Celebrations*
- ❖ *Miners Day*
- ❖ *Labor Days*
- ❖ *Regional athletic competitions*
- ❖ *Hometown Christmas*

<https://www.tentrails.com/events/>

<http://www.lakesawyer.org/>



Mayor & City Council

Carol Benson:	Mayor
Tamie Deady:	Councilmember No. 1 (Deputy Mayor pro tempore)
Brad Douglass:	Councilmember No. 2
Therron Smith:	Councilmember No. 3
Leih Mulvihill:	Councilmember No. 4
Kristiana de Leon:	Councilmember No. 5
Nathan Jones:	Councilmember No. 6
Debbie Page	Councilmember No. 7

Planning Commission

Kelley Sauskojus	Member	No. 1
Steve Jensen	Member	No. 2
Knut Syversen	Member	No. 3
Pam McCain	Member	No. 4
Darcey Peterson	Member	No. 5
Carol Morgan	Vice Chair	No. 6
John Olson	Chair	No. 7

COMMUNITY DEVELOPMENT

Name	Title
Mona Davis	Community Development Director
Tony Clifton	Building Official
Mike Allen	Inspector/Code Compliance
Jill Kuzaro	Assistant Planner
Danielle Nielsen	Permit Technician
Lindsey Jewett	Permit Technician

Address: 24301 Roberts Dr.
PO Box 599
Black Diamond, WA 98010

Phone: (360) 851- 4447



Maple Valley Black Diamond Chamber of Commerce

23745 225th Way SE, Suite 205
Maple Valley, WA 98038
Phone: (425) 432-0222
Email: ceo@maplevalleychamber.org
Hours: M-F 8am – 4pm
<https://www.maplevalleychamber.org/>





**CITY OF BLACK
DIAMOND**

Community Development Dept.

24301 Roberts Drive / PO Box 599
Black Diamond, WA 98010
(360) 851-4447

Request for Small Business Consultation

Staff use only

Permit Number:

Application Date:

To submit a request for a free 30 minute consultation, please complete this application and e-mail to permits@blackdiamondwa.gov. Staff will contact the applicant with the first available meeting date and time.

Name of Business: _____

Site Address: _____ Suite Number(s): _____

Parcel Number: _____ UBI #: _____

Description of Business: _____

Applicant / Business Owner

Name: _____

E-mail: _____

Phone: _____

Address: _____

City/State/Zip: _____

Property Owner

Name: _____

E-mail: _____ Phone: _____

Company: _____

Summarize any specific questions:

