## Restaurant Location Selection Worksheet

This worksheet may be used as a guide to determine if a potential location meets the needs for your type of restaurant. The worksheet does not replace the appropriate codes and regulations. If you need additional assistance, we recommend hiring a designer. Also, see [TacomaPermits.org](http://TacomaPermits.org) or contact a planner if you have any questions at (253) 591-5030.

### City of Tacoma, Planning and Development Services

View the [Restaurants and Food Service Tip Sheet (G-105)](http://example.com) for more information on each topic listed below.

<table>
<thead>
<tr>
<th>Check out a location...</th>
<th>Rate this location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:___________________</td>
<td>Rating: OK Maybe NO</td>
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</table>

### 1. Land Use and Zoning

Identify the type of City of Tacoma land use category/categories my restaurant will need:

- [ ] Restaurant
- [ ] Drinking establishment
- [ ] Food processing/craft production
- [ ] Outdoor seating
- [ ] Drive-through
- [ ] Catering/take-out
- [ ] Mobile food cart or truck

Does this location's current zoning allow my type of restaurant?

- [ ] Yes
- [ ] No

- [ ] If no, explore a different location.

- [ ] Does this location have an existing land use permit?
- [ ] Yes
- [ ] No

- [ ] If yes, will I be able to meet all of the conditions listed on the permit?
- [ ] Yes
- [ ] No

- [ ] Will I need special land use approvals to use this location?
- [ ] Yes
- [ ] No

- [ ] If yes, consult with a city planner to determine the appropriate process.

Is this location within 200 feet of a shoreline?

- [ ] Yes
- [ ] No

- [ ] If yes, I may need a land use approval before the City will issue a building permit.

Is this a landmark building or in a historic district?

- [ ] Yes
- [ ] No

- [ ] If yes, I may need to complete a design review before the City will issue a building permit.

### 2. Occupancy

Does this location’s established occupancy meet my needs?

- [ ] Yes
- [ ] No

- [ ] Does the type of business and maximum occupancy specified on this location’s certificate of occupancy meet my needs?

- [ ] Yes
- [ ] No

- [ ] If no, can I request a change of occupancy?

Caution: A change of use or occupancy triggers review of the building for potential upgrades that could include energy, accessibility, rest rooms, exiting, fire walls, etc., and off-site improvements (sidewalk, curb, gutter, curb ramps, driveway/alley approach, street conditions).

This document should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all codes and policy requirements, regardless of whether they are referred to or contained within this document.
### Check out a location...

#### 3. Fire Suppression and Safety

**What will the maximum occupancy be in this location after renovations (if any)?**

Occupancy number is calculated based on size of the space, seating layout and use of each space within the building (seating areas, kitchen, storage, etc.).

- Occupancy under 100
- Occupancy 100+
- Occupancy 300+

**Does this location have enough exits?**

Occupancy of 50+ requires two exits from the space.

**Will I need a fire sprinkler system?**

Sprinklers are typically required for restaurants with occupancy of 100+ and/or 5,000+ ft², locations other than on the ground floor, and all establishments with 350+ ft² for dancing or viewing performers.

- Is the sprinkler system in this location adequate?
  - Yes
  - No
  - Not sure
  - N/A

- If no, is it feasible to install or upgrade the fire sprinkler system?
  - Yes
  - No

**Will I need a fire alarm system?**

Occupancy over 300 requires a fire alarm system.

- Is the fire alarm system in this location adequate?
  - Yes
  - No
  - Not sure
  - N/A

- If no, is it feasible to install or upgrade the fire alarm system?
  - Yes
  - No

#### 4. “Substantial” Renovations

**Will I need to do any work on this building?**

- Yes
- No

- If yes, renovations and remodels require permits. Depending on the level of renovations, I may also need to make upgrades related to fire and life safety, meet all off-site improvement requirements, and put 20% or more of the alteration expense toward improving accessibility.

**Will renovations involve structural changes or exceed 50% of the total floor area of the building?**

- Yes
- No
- Not sure
- N/A

- If yes, I may need to:
  - Make upgrades related to fire and life safety.
  - Evaluate the building’s structural system (provide a structural report).
  - Meet all accessibility barrier-free requirements (ADA).
  - Meet all off-site improvement requirements.

#### 5. Parking

**Does the parking need to be modified to meet city codes and meet parking area accessibility requirements?**

- Yes
- No

- If yes, modifications may include additional parking, re-striping, accessible parking space(s), and/or paving.

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**City of Tacoma, Planning and Development Services • 747 Market Street, Room 345, Tacoma WA 98402**

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<thead>
<tr>
<th>6. Outdoor Seating</th>
<th>Rate this location</th>
</tr>
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<tbody>
<tr>
<td><strong>Can this location accommodate outdoor seating?</strong></td>
<td>Rating:</td>
</tr>
<tr>
<td>□ Yes</td>
<td>□ No</td>
</tr>
<tr>
<td>Seating in the right-of-way may be allowed by permit with a minimum 5-foot wide pedestrian access path that does not include obstacles. Structures, such as decks, may need a street occupancy permit and some locations have additional limitations.</td>
<td></td>
</tr>
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<tr>
<th>7. Serving Alcohol</th>
<th>Rate this location</th>
</tr>
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<tbody>
<tr>
<td><strong>Can this location meet the criteria for obtaining a state liquor license?</strong></td>
<td>Rating:</td>
</tr>
<tr>
<td>□ Yes</td>
<td>□ No</td>
</tr>
<tr>
<td>Serving alcohol requires a liquor license; both the location and applicant must meet the criteria for obtaining a liquor license; 60-90 days for approval.</td>
<td></td>
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<tr>
<th>8. Kitchen Exhaust System</th>
<th>Rate this location</th>
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<tbody>
<tr>
<td><strong>Will my menu require kitchen exhaust hoods?</strong></td>
<td>Rating:</td>
</tr>
<tr>
<td>□ No hoods</td>
<td>□ Type I hood(s) with fire suppression: grease and smoke.</td>
</tr>
<tr>
<td>□ Does this location have the Type I exhaust hood(s) with fire suppression I need?</td>
<td>Rating:</td>
</tr>
<tr>
<td>□ Yes</td>
<td>□ No</td>
</tr>
<tr>
<td>• If no, ensure that a Type I hood vent can be installed to code.</td>
<td></td>
</tr>
<tr>
<td>□ Does this location have the Type II exhaust hood(s) I need?</td>
<td>Rating:</td>
</tr>
<tr>
<td>□ Yes</td>
<td>□ No</td>
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<th>9. Grease Treatment</th>
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<tr>
<td><strong>Does this location have the necessary grease treatment equipment for my menu and volume of food service?</strong></td>
<td>Rating:</td>
</tr>
<tr>
<td>□ Yes</td>
<td>□ No</td>
</tr>
<tr>
<td>• If no, I need to determine which grease treatment option(s) will meet discharge requirements and work best for this space.</td>
<td></td>
</tr>
<tr>
<td>□ Grease trap(s)</td>
<td>□ Large grease interceptor</td>
</tr>
<tr>
<td>Caution: ensure there is enough space for installation.</td>
<td>□ Dumpster pad with sanitary sewer connection</td>
</tr>
<tr>
<td>Caution: required if cleaning cookware or appliances on the dumpster pad.</td>
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### 10. Noise and Smoke

Will I be able to mitigate noise or air quality issues to meet code due to the following:
- [ ] Mechanical units (HVAC, refrigeration, etc)
- [ ] Outdoor seating or music near residential locations
- [ ] Smoke or other air output (coffee roasting, wood-fired ovens)

### 11. Signs and Awnings

Will I need to install, alter, or repair a sign or awning in this location?
- [ ] Yes
- [ ] No
- [ ] Not sure

- *If yes, I may also need a sign permit, electrical permit, and/or street occupancy permit.*

### 12. Adequate Utility Services

Are utility capacities sufficient at this location (especially if adding new equipment or sprinklers)?
- [ ] Electricity
- [ ] Gas
- [ ] Water
- [ ] Sanitary Sewer

- *Check with utility providers or refer to the tip sheet for more information.*

### 13. Off-Site Improvements

Will this location require off-site improvements?
- [ ] Yes
- [ ] No
- [ ] Not sure

- *Off-site improvements (sidewalk, curb, gutter, curb ramps, driveway/alley approach, or street/alley right-of-way) are required for new buildings; alterations of more than 50% of the building floor area; or when repairs/replacements are needed to any existing off-site improvements.*

**Notes:**

Review your notes and determine the time and cost for any extra permits, equipment, or improvements that you would require at this location.