



## Business Startup/Relocation Checklist

Welcome to the City of Delta. In order to assist you in the process of opening your business and to prevent costly mistakes, please consult with City departments before choosing a business site.

Discussion with City staff should include the following:

### Planning (874-7903)

1. Does the zoning of the property allow your desired use?
2. Does the property have sufficient parking and vehicle maneuvering areas for your employees and customers?
3. Does the property allow large commercial delivery trucks to access your building and maneuver within the site efficiently and safely without obstructing traffic?
4. Does the site have sufficient permitted access from the public street system?
5. Does the site have adequate storm water drainage?
6. Where will business advertising signs be located?

### Building (874-7903, x228)

1. Does the use of the building require any structural additions or modifications?
2. Does the use of the building require any mechanical (HVAC), plumbing, or electrical upgrades or modifications?
3. Does the use of the building require any fire code improvements?
4. ADA features will be required if the use of the building/site is changing

### Utilities (874-7901)

1. Will the existing water and sewer taps allow adequate flows for the desired use?
2. Have you arranged for trash pickup service?

### Environmental Compliance (874-7904)

1. Will the use of the site/building (such as a restaurant or manufacturing operation) require wastewater pre-treatment or permitting?
2. Will the use of the site/building require backflow prevention devices?

### Licenses

1. Retail sales operations require a City of Delta sales tax license (contact Finance Dept 874-7916)
2. A City of Delta liquor license is required to sell alcohol (contact City Clerk 874-7902)
3. Transient merchants require a City of Delta transient merchant license (contact City Clerk)

\*This list is not intended to be all inclusive. Remember to check with County, State, and Federal authorities for additional regulations that may apply. Visit our website at [www.cityofdeltanet](http://www.cityofdeltanet) to assist you in your search for information.