

Small Business Welcome Packet

Helping you navigate the resources you need to start and grow your business

The Seattle Office of Economic Development (OED) is here to answer any questions you have about starting and growing your business. Small Business Advocates at OED can help you navigate the City's requirements, regulations, and advocate for your needs while connecting you with the correct departments if any issues arise! **Call the office at 206.684.8090 or find your Small Business Advocate below and contact them directly.**

Your Small Business Advocates

Name	Contact	Services
AJ Cari	aj.cari@seattle.gov 206.684.0133	<ul style="list-style-type: none"> • Construction impacts support • General small business assistance
Chris Swenson	chris.swenson@seattle.gov 206.733.9245	<ul style="list-style-type: none"> • Citywide Events Manager, Special Events Committee Chair • Film Program Manager & Special Events Program Manager
Domonique Meeks	domonique.meeks@seattle.gov 206.684.5433	<ul style="list-style-type: none"> • General small business assistance • Small Business of the Month Program
Jennifer Tam	jennifer.tam@seattle.gov 206.684.3436	<ul style="list-style-type: none"> • Food business support (Food Business Program) • Small Business Advisory Council (SBAC) city contact
Julie Borden	julie.borden@seattle.gov 206.684.8017	<ul style="list-style-type: none"> • Special Events permitting (e.g.: fairs, festivals, arts, concerts, and more!)
Karl Stickel	karl.stickel@seattle.gov 206.684.8378	<ul style="list-style-type: none"> • Director of Key Industries • Life sciences and global health business support
Ken Takahashi	ken.takahashi@seattle.gov 206.684.8378	<ul style="list-style-type: none"> • Small Business Tenant Improvement Fund Pilot
Meli Darby	meli.darby@seattle.gov 206.233.7155	<ul style="list-style-type: none"> • Special Events Program Coordinator (coordination point of contact for special event organizers/applicants)
Michael Wells	michael.wells@seattle.gov 206.684.8612	<ul style="list-style-type: none"> • Legacy Business Program & General small business assistance • SBAC city contact & Citywide Business Advocacy Team contact
Pedro Gomez	pedro.gomez@seattle.gov 206.733.9445	<ul style="list-style-type: none"> • Director of Small Business Development
Phillip Sit	phillip.sit@seattle.gov 206.256.5137	<ul style="list-style-type: none"> • Business Improvement Area (BIA) support
Sarah Domondon	sarah.domondon@seattle.gov 206.256.5123	<ul style="list-style-type: none"> • General small business assistance
Scott Plusquellec	scott.plusquellec@seattle.gov 206.256.5152	<ul style="list-style-type: none"> • Nightlife business support • Nightlife policy and program development
Stephanie Gowing	stephanie.gowing@seattle.gov 206.683.3698	<ul style="list-style-type: none"> • Green business support & EnviroStars Program • Clean energy resource map
Taylor Durand-Scraggs	taylor.scraggs@seattle.gov 206.233.3948	<ul style="list-style-type: none"> • Film permitting (coordination point of contact for film production permitting)
Yonas Seifu	yonas.seifu@seattle.gov 206.733.9743	<ul style="list-style-type: none"> • Small Business Stabilization Fund Pilot • General small business assistance & WMBE certification liaison

Local Business Development Resources

These organizations provide a range of technical assistance including classes, clinics, coaching and financing services that can help you establish and grow your business.

Organization	Contact	Services
Business Impact Northwest	businessimpactnw.org/ 206-324-4330 info@businessimpactnw.org	<ul style="list-style-type: none"> Free one-on-one business consulting services via the Washington Women's Business Center and the Veterans Business Outreach Center Business loans up to \$350,000 Business workshops and courses
Craft 3	craft3.org Che Wong 888-231-2170 x116	<ul style="list-style-type: none"> Business loans from \$25,000 to \$3,000,000 Loans can be used for purchasing equipment, working capital, start-up or acquisition, purchasing real estate and debt restructuring
Evergreen Business Capital	ebccf.org Angelica Partida Doty 206-577-1435 angelica.partida@EBCCF.org	<ul style="list-style-type: none"> SBA Community Advantage Loan Program; loans from \$15,000 to \$250,000 Microloans from \$1,000 to \$15,000 Loans can be used for purchasing equipment, inventory, working capital, acquisition, purchasing real estate and refinancing business debt
FareStart	https://www.farestart.org/hire-farestart-graduate 206.787.1514 HireGrads@farestart.org	<ul style="list-style-type: none"> Hire trained graduates who have been through intensive classroom and on-the-job training in the foodservice industry (culinary and barista training)
Greater Seattle SCORE	seattle.score.org 206-533-7320 greaterseattle@seattlevolunteer.org	<ul style="list-style-type: none"> Free small business counseling Serving King, Snohomish, Kitsap, Jefferson, Clallam and Island Counties Business workshops and resources
Grow Seattle Fund	ndonline.org/small-business-lending Sheldon Bartel 614-499-0476 sbartel@ndonline.org	<ul style="list-style-type: none"> Loans from \$75,000 to \$2,000,000 Loans can be used for purchasing equipment, inventory, working capital, acquisition, purchasing real estate and refinancing business debt
New Roots Fund	newrootsfund.org 206-323-3152	<ul style="list-style-type: none"> Microloans up to \$25,000 Loans available to qualified applicants with a focus on refugee, immigrant and low-income entrepreneurs Business technical assistance available to qualified applicants
Rainier Valley Community Development Fund	rvcdf.org 206-722-5280	<ul style="list-style-type: none"> Business loans up to \$250,000 Loans are limited to business and properties in South East Seattle Loans can be used for purchasing equipment, working capital, start-up or acquisition, purchasing real estate and debt restructuring

Seattle Jobs Initiative	http://www.seattlejobsinitiative.com/front-page/program-partners/workforce-partnerships/ 206.628.6975 lhelenberg@seattlejobsinit.com	<ul style="list-style-type: none"> • Assistance with hiring needs, internship program and on-the-job training • Connect to local training providers to inform curriculum and align training
Small Business Development Centers	wsbdc.org/services/	<ul style="list-style-type: none"> • Free one-on-one business advising services • Locations throughout Washington
Urban Impact	urbanimpactseattle.org/sharksatthebeach 206-722-2052	<ul style="list-style-type: none"> • Business pitch competition with start-up capital awards (Sharks at the Beach)
U.S. Small Business Association	sba.org 206-553-7310	<ul style="list-style-type: none"> • Business workshops and courses • Connection to SBA lenders
UW Consulting and Business Development Center	foster.uw.edu/centers/consulting-and-business-development-center/ 206-543-9545	<ul style="list-style-type: none"> • Short and long-term business consulting programs • Business management programs
Ventures	venturesnonprofit.org 206-352-1945	<ul style="list-style-type: none"> • Low-cost business training program for qualified applicants • One-on-one coaching services • Micro-loans up to \$35,000 for Business Basics Course graduates • Commercial kitchen and retail incubator programs
Worksource Seattle-King County	http://www.worksourceskc.org/business-services	<ul style="list-style-type: none"> • Recruitment assistance • Understanding your local industry trends • Local business assistance

City of Seattle | seattle.gov

These City departments provide a range of services for small businesses: building permits, fire permits, street use permits, film permits, special event permits, business technical assistance, funding for projects, business district and neighborhood assistance, Seattle business tax and labor standards information and more!

Department	Contact	Services
Customer Service Bureau	www.seattle.gov/customer-service-bureau 206.684.2489	<ul style="list-style-type: none"> • Find It, Fix It – a smartphone app offering mobile users a way to report selected issues to the City of Seattle • Newcomers Guide • Customer Information Guide
Department of Education and Early Learning	www.seattle.gov/education 206.233.5118	<ul style="list-style-type: none"> • Get help paying for childcare and preschool • Schools can apply for funding
Department of Neighborhoods	www.seattle.gov/neighborhoods 206.684.0464	<ul style="list-style-type: none"> • Get funding for projects through the Neighborhood Matching Fund • Learn about the regulations for businesses located in historic districts

Office of Arts and Culture	www.seattle.gov/arts 206.684.7171	<ul style="list-style-type: none"> • Get funding for projects • Find arts-related jobs and spaces • Apply to an artist call
Office of Civil Rights	www.seattle.gov/civilrights 206.684.4500	<ul style="list-style-type: none"> • Get anti-discrimination trainings • Fair employment technical assistance • Learn about civil rights laws and the Race and Social Justice Initiative • File complaints
Office of Economic Development	www.seattle.gov/economicdevelopment 206.684.8090	<ul style="list-style-type: none"> • Supporting start-ups, small businesses, neighborhood-business districts, workforce, and industry • Food Business Program • Business district assistance & grants • Find worker retraining • EnviroStars Green Business Program - free tools for businesses to conserve resources and prevent pollution
Office of Film and Music	www.seattle.gov/filmandmusic 206.684.8993	<ul style="list-style-type: none"> • One-stop film permitting for public property • Film Manual covering all film production needs • Film, Music, and Nightlife industry advocacy • Information for Seattle music resources • Seattle Music Commission advocacy and support • Get information and technical assistance for nightlife businesses
Office of Finance and Administrative Services	www.seattle.gov/business-licensing-and-taxes 206.684.8484	<ul style="list-style-type: none"> • Apply for a City business license • Learn about the regulations and taxes for doing business within the city
Office of Immigrant and Refugee Affairs	www.seattle.gov/iandrefaffairs 206.727.8515	<ul style="list-style-type: none"> • Legal and citizenship assistance • Find English classes and improve job skills
Office of Labor Standards	www.seattle.gov/laborstandards 206.256.5297	<ul style="list-style-type: none"> • Learn more about Paid Sick and Safe Time, Minimum Wage, Secure Scheduling, Hotel Employee Protections, Domestic Workers Ordinance, Commuter Benefits, and Wage Theft Ordinance • Get labor standard resources, materials and one-on-one technical assistance to assist with compliance
Seattle City Light	www.seattle.gov/light 206.684.3000	<ul style="list-style-type: none"> • Learn how to save energy for your small business • Apply for rebates • Meet with an Electric Service Representative for new or expanded electrical service projects
Seattle Department of Construction and Inspections	www.seattle.gov/sdcj 206.684.8600	<ul style="list-style-type: none"> • Apply for a permit for your construction or remodel project • Schedule inspections • Get free coaching with a permit specialist or land use planner • Research past and current permits
Seattle Department of Transportation	www.seattle.gov/transportation 206.684.7623	<ul style="list-style-type: none"> • Apply for a parking or street use permit • Report a pothole • Search for transportation projects through the Capital Projects Dashboard

Seattle Fire Department	www.seattle.gov/fire/business-services/email-fire-prevention 206.386.1450	<ul style="list-style-type: none"> Apply for a fire permit (e.g.: street food vending, assemblies, etc.) Schedule a fire inspection for construction or remodels Tips to help your business pass your fire building inspection Receive help with resolving fire protection system maintenance and false alarms
Seattle Police Department	www.seattle.gov/police Phone (non-emergency): 206.625.5011 Emergency: Call 9-1-1	<ul style="list-style-type: none"> Report a crime and view crime data Request police reports and crime prevention tips
Seattle Public Library	www.spl.org/programs-and-services/business 206.386.4636	<ul style="list-style-type: none"> Get one-on-one appointments with a business librarian to navigate business related information tools Find free business-related workshops
Seattle Public Utilities	http://www.seattle.gov/utilities/businesses-and-key-accounts/green-your-business 206.684.3000	<ul style="list-style-type: none"> Report a missed collection View rates and pay your water, garbage, and sewer bills Help with Fats, Oils, and Grease management and compliance for food businesses Water Conservation Program Development Services Office for new water taps Private property Stormwater Facility Credit Get business technical assistance through the Green Business Program including information on packaging, garbage, compost and recycling requirements Waste-Free Communities Matching Grant
Special Events Office	www.seattle.gov/special-events-office 206.684.8017	<ul style="list-style-type: none"> Major event permit coordination (e.g.: fairs, arts, festivals, fun runs, etc.) Special Event Handbook covering all event organizer needs

King County | kingcounty.gov

These County departments provide a range of services for small businesses: property tax information, food business permits, plumbing permits, business licensing services, and more!

Department	Contact	Services
Assessor Office	kingcounty.gov/depts/assessor.aspx 206.684.3000	<ul style="list-style-type: none"> Real estate property taxes Search property information
Business Licensing	kingcounty.gov/services/business/licenses.aspx 206-296-2173	<ul style="list-style-type: none"> Apply for a business license (only if you are operating in unincorporated King County and your business is one of the listed regulated activities)
Food Protection Program	kingcounty.gov/depts/health/environmental-health/food-safety.aspx 206-263-9566	<ul style="list-style-type: none"> Get your Food Business Permits Get a food worker card Learn about the inspection reporting system
Plumbing and Gas Piping Department	kingcounty.gov/depts/health/environmental-health/piping/plumbing.aspx 206-263-9566 Inspection Request Line: 206-205-0935	<ul style="list-style-type: none"> Apply for a plumbing permit Request an inspection Bathroom and plumbing requirements

Washington State and Federal Agencies

These State and Federal agencies provide a range of services for small businesses: business licensing services, business technical assistance, State business tax information, liquor and marijuana licensing, information on hiring employees, workers compensation insurance and more!

Agency	Contact	Services
Department of Labor and Industries	lni.wa.gov 360-902-5800	<ul style="list-style-type: none"> • Employer incentives • Workers compensation insurance • Hiring teens, youth, and interns • Hiring independent contractors • Getting your food truck or trailer approved before applying for your health permit
Department of Revenue	dor.wa.gov (live chat available on web) Business Licensing: 360-705-6741 Tax Assistance: 360-705-6705	<ul style="list-style-type: none"> • Apply for your State business license (required to operate in Washington) • Learn about State taxes, requirements and tax credits • Learn about Specialty Endorsements you might need (e.g. cigarette retailer, limousines, tobacco products) • Apply for your reseller permit if you're a retailer, wholesaler or manufacturer
Department of Social and Health Services	dshs.wa.gov/esa/division-child-support/employers Employer Relations Team: 800-562-0479	<ul style="list-style-type: none"> • New hire reporting program (WA State law requires employers report all new or rehired employees w/in 20 days of hire.)
Governor's Office of Regulatory Innovation & Assistance	oria.wa.gov/ (live support is also available on the web) 800-917-0043 help@oria.wa.gov	<ul style="list-style-type: none"> • State Small Business Liaison Team (direct contacts from 27 different state agencies) • Business Licensing Wizard • Payroll Calculator to estimate payroll costs • Guides for start-ups & small businesses
Internal Revenue Service	irs.gov/businesses 800-829-4933	<ul style="list-style-type: none"> • Get your Employer Identification Number • Learn about the different federal business taxes you might have to pay
Liquor and Cannabis Board	lcb.wa.gov/licensing/licensing-services 360-664-1600	<ul style="list-style-type: none"> • Apply for liquor license • Apply for marijuana license
Secretary of State	sos.wa.gov/corps/ 360-725-0377	<ul style="list-style-type: none"> • Register before applying for your license if your business entity is a corporation, limited partnership, limited liability company, or a limited liability partnership • Learn about nonprofits and associations throughout Washington state through the Washington State Library
State Employment and Security Department	esd.wa.gov/about-employees 855-829-9243	<ul style="list-style-type: none"> • Learn about employer resources • State unemployment insurance (required if you employ 1 or more employees) • Paid Family and Medical Leave insurance

We have over-the-phone interpretation support and speak over 200 languages! Please let us know which language you need by emailing or calling us and letting us know the best phone number to reach you.