



# SMALL BUSINESS ASSISTANCE APPLICATION

Form last updated on April 1, 2012

Physical Address:

Auburn City Hall Annex, 2<sup>nd</sup> Floor  
1 East Main Street

Mailing Address:

25 West Main Street  
Auburn, WA 98001-4998

Webpage & Email:

[www.auburnwa.gov](http://www.auburnwa.gov)  
[permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov)

Phone and Fax:

Phone: 253-931-3090  
Fax: 253-804-3114

## APPLICANT/BUSINESS INFORMATION

Name of Business Owner/President \_\_\_\_\_

Business Name \_\_\_\_\_ Business Phone \_\_\_\_\_

Current Business Address \_\_\_\_\_

Proposed Business Address (if applicable) \_\_\_\_\_

Washington State Business License Number (UBI) \_\_\_\_\_

City of Auburn Business License Number \_\_\_\_\_

Please describe the nature of your business \_\_\_\_\_

How many employees do you currently employ (full time equivalents – minimum 32 hours per week) \_\_\_\_\_  
Please attach a list of FTEs (see the back side of this form for what must be included).

Provide the total estimated project cost (this is relevant because permit fees are based on costs) \$\_\_\_\_\_

## SCOPE OF WORK

Proposed Scope of Work \_\_\_\_\_

Check all of the following that apply:  Expanding an Existing Business  Starting a New Business

Relocating an Existing Business to Auburn

Do you anticipate that this project will require a series of permit approvals that will be sequenced over time (knowing this information will allow the City to better service your future permitting needs)  Yes  No

I hereby certify that all information provided above is accurate. While plan check fees are typically paid when a permit application is submitted, fees will be collected at the time of permit issuance in order to allow time for the City to determine that you are eligible for small business assistance fee reduction benefits. I agree to pay all plan check fees even if I opt not to pick up the permits.

\_\_\_\_\_  
**Business Owner/Agent Signature**

\_\_\_\_\_  
**Printed Name**



## CITY OF AUBURN

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# TOPIC PAPER 101

## Small Business Assistance

On February 21, 2012 the City of Auburn City Council adopted Resolution No. 4793 which established the City of Auburn Small Business Development Assistance Pilot Program. This program allows for the reduction of certain City fees for businesses that employ less than 20 Full Time Equivalent employees. The City recognizes that the costs of starting, moving or expanding a small business can be extensive. Resolution No. 4793 builds upon other City enacted measures that support business development efforts such as the ability to defer impact fees and system development charges, and the exemption from construction sales tax for certain business types.

### Eligibility criteria

- A proposed new business with 20 or fewer full time equivalent employees (FTE's) at the time of application. The Planning Director authorized to grant up to a 10% variation when considering eligibility.
- An existing business with 20 or fewer FTE's at the time of application that is seeking expansion of square footage or an increase in FTE's or both.
- An existing business with 20 or fewer FTE's at the time of application that is not currently operating within the City of Auburn and is seeking to move into the City and expand its square footage or the number of FTE's over current levels.
- A valid City of Auburn Business License (or for new businesses, submittal of a business license application form).

### Information that is helpful in determining eligibility

- Documenting the number of FTE's: In order to be eligible, you must provide a list of job titles (we do not need names or personal information) and the average number of hours that each employee works in a week. An FTE is defined as someone who works at least 32 hours per week. In order to be eligible, the list cannot include more than 20 employees that work more than 32 hours a week on average. The list of employees must be accompanied by a notarized, sworn affidavit that attests to the accuracy of the employee list.
- Documenting expansion of a business: Expansion is defined as either an increase in square footage or FTE's. Please provide adequate information that describes current and proposed figures. For square footage increases you may document the existing square footage that you currently occupy as well as the square footage once your project is complete. For increases in FTE's please document your current employment figures and how you expect that to increase.

### Fees that are eligible for a 50% reduction

- Building Plan Review Fees
- Building Permit Fees
- Sign Permit Fees
- Planning Review Fees (e.g. administrative use review, conditional use review, boundary line adjustment review, critical areas review, floodplain development permit review)
- Civil Plan Review and Inspection Fees
- Valley Regional Fire Authority Fees

### Fees that are not eligible for a reduction

- Traffic Impact Fees
- Fire Impact Fees
- Utility System Development Charges
- Utility Permit Fees
- Business License Fees

### Businesses that are not eligible for a reduction

- Home occupation
- Rental housing
- Institutional uses (e.g. schools, churches, jails)
- Adult family homes
- Businesses that have other locations outside of Auburn that employ more than 20 FTE's. However, independently owned franchise businesses that exist outside of Auburn are eligible under this program.

### Additional tips and information:

- Many projects require a series of submittals and approvals that occur over a period of time. The City will provide you with a written statement of eligibility. Once you receive this written statement, please include it with each future application submittal in order to ensure that staff is providing you with the applicable fee reductions.
- Pursuant to Resolution No. 4793 this pilot program shall be in effect through December 31, 2013. The City will honor eligibility in this program for all projects submitted prior to December 31, 2013.
- Eligibility is based upon a finding that the business does not have any open code violations.

