

PERMITTING GUIDE



*Food & Beverage
Establishment*

Introduction

Welcome to Tualatin! We are pleased that you are considering opening a new food/beverage establishment or restaurant in Tualatin. We encourage these new establishments and want to help you through the development and permitting process. This guide is intended to answer the questions that you are likely to encounter during the permitting process, though it may not identify every issue as each restaurant is unique.

This guide is divided into three sections: Planning, Engineering/Public Works, and Building. Each has specific standards that are important to keep in mind as you work with your design team to produce plan sets.

- First, determine whether the site you are interested in is supported by Tualatin's zoning code. You can call a *Planner on Duty* at 503.691.3026 or check our zoning map here: <https://www.tualatinoregon.gov/planning/zoning-map-interactive-viewer>.
- Next, set up a Scoping Meeting with our staff, so we can learn more about your vision and outline regulations that you will encounter in the process of locating your restaurant. Forms and instructions are available on the City's website: <https://www.tualatinoregon.gov/planning/scoping-pre-application-pre-app-meeting-request>.

We always recommend you hire a design professional – generally an architect or an engineer. In some cases, a land use planning expert may also be needed to assist you through the development process. Depending on the space that you plan to lease or buy, the type of renovations you are proposing, and your vision for your restaurant, it is possible that our planning, engineering, and building staff will all be involved in reviewing your plans. We encourage early coordination with City staff to keep your project on schedule.

Community Development Department

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Planning and Land Use Considerations

The Planning Division reviews any exterior changes or modifications to ensure they meet our development standards. These standards foster a high-quality built environment in Tualatin.



Please call the Planner on Duty with any land use questions at 503.691.3026.

Changes to the Exterior of the Building

- Any changes to the exterior of the building may require a land use review. The type of process will depend on the extent of the changes.
- Exterior changes may include adding, removing, or relocating windows and/or doors.
- All rooftop equipment is required to be screened from view. This includes heating and cooling units. Planning must review plans for all new or replaced units to confirm that they are properly screened. Your mechanical contractor will need to submit building elevations with the mechanical permit that indicate the height of the roof, the height of the parapet, and the height of the roof top unit. If the parapet does not fully screen the unit, additional screening may be necessary.

Site Improvements

- Depending on the previous use, additional site improvements may be needed for the new restaurant or food and beverage use to comply with Tualatin Development Code (TDC) standards. Such site improvements could include:
 - Trash enclosures
 - Landscaping
 - Exterior seating
 - Decorative lighting
- Parking improvements may also be necessary to ensure that the food and beverage establishment is providing enough parking to meet City standards. Bicycle parking could also be required. All parking areas must comply with Americans with Disabilities Act (ADA) standards. These include standards for accessible parking spaces, curb ramps, and other requirements.

Sign Permits

- Sign permits are reviewed by the Planning and Building Divisions. You can apply for sign permits at the Planning and Building counter. Applicants must complete a sign permit application with associated fees and plans. This permit application is separate from other permits.
<https://www.tualatinoregon.gov/planning/signs-signage-sign-regulations>
- Temporary signs announcing the grand opening of a new establishment are allowed. A complete banner permit application is required for these temporary signs.



Engineering / Public Works Considerations and Permits

The Engineering requirements address transportation, water, sanitary sewer, and stormwater treatment/ detention.



Please call the Development Engineering Associate with any engineering questions at 503.691.3035.

Traffic Impact Analysis (TIA)

- A TIA may be required if you are changing the building or space use from a non- restaurant or food/beverage use and increasing trips to and from your site.
- A TIA must be prepared by a licensed Traffic Engineer.
- If your proposed use will result in additional traffic to and from your establishment, this could result in the need to pay a Transportation Development Tax (TDT). TDT fee schedules are set by Washington County, but collected by the City of Tualatin. In addition, the Traffic Engineer will be able to evaluate if any improvements are needed to the site you have selected for your business. These may include:
 - On-site parking and circulation changes
 - Potential off-site access
 - Vision clearance
 - Safety
 - Improvements to adjacent public streets or facilities

Floodplain

- If your project is located in the floodplain, regulations and restrictions may apply, even if the modifications are only interior to the building.
- Floodplain requirements may include Elevation Certificates for the structure and site, No-Rise Certification of the floodplain, and Floodproofing Certification.
- A licensed, professional surveyor registered in the State of Oregon must prepare any required documents certifying conformance with the Federal Emergency Management Agency (FEMA) and local floodplain requirements.

Water Quality Permits (WQP)

- If work is performed on the site outside an existing building, a WQP designed by a Civil Engineer may be needed.
 - If the site outside an existing building is modified or disturbed and meets the following conditions it is likely that a WQP is required. In addition, the installation or improvement of storm water treatment and storm water detention facilities will be required:
 - If you disturb existing impervious (hard surface such as asphalt or concrete) area down to gravel
 - If the disturbance is larger than 1,000 square feet
 - If the project tax lot(s) doesn't have water quality treatment and detention per current Clean Water Services Design and Construction Standards, Chapter 4
- If the site disturbance is larger than 1,000 square feet, it may also be necessary to get an Erosion Control Permit from the City.

Public Works Permit (PWP)

- If it's necessary to perform work within a public right-of-way or within public easements, a Civil Engineer will need to create plans for a PWP.
- You may need a PWP for work that:
 - Changes sanitary sewer, storm water, or water service laterals to meet current code or business needs
 - Makes improvements within the public right-of-way such as constructing or widening public streets
 - Improves existing sidewalks to meet accessibility standards of the ADA
 - Constructs improvements within public easements on private property

Building Code Considerations and Permits

The Building Division reviews plans for conformance with the Oregon Structural and Specialty Codes (OSCC). Building staff will inspect new construction and building improvements to ensure that they are built according to the approved plan and meet OSCC.



We request that contractors schedule a Pre-submittal Meeting prior to submitting building permits. Please call 503.691.3044 with any building questions.

Hire a Registered Architect or Licensed Engineer

- Required in most cases if the building is 4,000 s.f. or more (even if your tenant space is not 4,000 s.f.).
- Can resolve many building code issues if hired in advance.
- Prepare plans and make it easier to build and obtain permits.
- It is helpful to choose an architect or engineer that has experience with restaurant design.

A or B Occupancy Groups – identifies possible building improvements

- Group A stands for “Assembly” of people, 50 or more occupants. Rule of thumb: 750 s.f. of seating area (indoor and outdoor combined) puts you into an “A” occupancy.
- Group B stands for “Business” and means 49 or fewer occupants.
- Many commercial buildings are designed for “Group B”, but not for “Group A” which requires more exits, more restrooms, and often fire sprinklers and/or fire alarms.
- Please work closely with your design professional to identify the proper Occupancy group for your space.

Occupant Load and Number of Exits:

- Two exits are required if occupant load exceeds 49.
- Exits must be separated from each other (OSSC Section 1015.2.1).
- Panic hardware (crash bars) may be required (OSSC Section 1008.1.10).

Number of Restrooms:

- More than 15 occupants, then two restrooms (male and female or unisex) are required.
- Less than 15 occupants, then one unisex restroom allowed.
- More than 150 occupants, then two restrooms with two toilets (or more) required.

Potential Improvements for Old Buildings or Tenant Change of Use:

- Handicap parking spaces and a ramp up to the entrance may be required.
- If the space was a restaurant or food/beverage establishment previously, then only minor kitchen changes may be needed.
- If the space was previously “unheated”, then a new heating and cooling system and insulation may be required.
- Older buildings may require other ADA/Accessible changes (see below).
- Other required modifications could include fire sprinklers, fire alarms, or grease interceptors.

Accessibility (Americans with Disabilities Act—ADA)

- In many cases, remodeling old buildings requires upgrades to ADA.
- Work closely with a professional architect for other ADA requirements in existing buildings.

Fire Sprinklers and/or Fire Alarms

- Verify whether you'll need to install or upgrade your sprinkler system.
- General guidelines to determine when fire sprinklers and/or fire alarms are needed:
 - Fire sprinklers are required for occupant load of 100 or more; fire alarms are required for an occupant load of 300 or more
 - Fire sprinklers are required in buildings of 5,000 s.f. or more; fire sprinklers and alarms are required for restaurants located above (or below) the street level
 - Fire alarms are required for buildings with more than one restaurant.

Exhaust Hood over Kitchen Equipment

- Type I hood is required for all kitchen equipment that produces grease or smoke.
 - Type I hood has a fire suppression system built into it.
- Type II hood is required for kitchen equipment that produces only heat/steam.
- Installing a used hood is difficult due to Oregon Building Code requirements; review this with your mechanical contractor before making this decision.
- Hoods must be structurally supported above and from side-to-side to meet seismic standards.
- Suspended equipment exceeding 75 pounds must be designed by a licensed engineer.

Regular, Low Temperature and/or Chemical Dishwashers

- All dishwashers require Type II hood (see hood information above) or,
- HVAC system must be designed to take heat and moisture from the kitchen. The design must be prepared by a licensed engineer.

Grease Interceptors:

- All restaurant kitchens require grease interceptors located outside the building.
- Old “grease traps” beneath certain sinks no longer “count” as required collectors.
Please contact Clean Water Services at 503.681.4431 for details and sizes.

Walk- In Coolers and Freezers

- Permits are required for walk-in coolers and freezers whether they are new or relocated. Permits could include building, mechanical, and electrical.
- Walk-in coolers and freezers require a State of Oregon Insignia of Approval.
- Installing a used cooler or freezer requires design by currently licensed engineer.
- The unit must be anchored to the floor and structurally designed by a licensed engineer for connections and support.
- If the building has fire sprinklers, the cooler and freezer must also.

Heating/Cooling HVAC

- HVAC must be designed for the restaurant occupancy with a balanced ventilation system.
- Energy code requires insulation and other energy-saving requirements if the tenant space was not previously heated.
- Combustion air must be designed by a licensed engineer for any fuel-fired equipment such as wood-fire pizza ovens, gas oven/ranges, and gas-fired boilers.

Fees to Include in Your Start-up Costs

- Clean Water Services has System Development Charges (SDCs) for plumbing changes, additional plumbing fixtures, and for kitchen changes.
(Example: Adding two toilets and two sinks would be a \$5,300.00 SDC fee)
- Washington County Transportation Development Tax (TDT) may be assessed when there is a change in use from the previous tenant or when additional square footage is created.
- Metro Construction Excise Tax (CET) fees required based on valuation.
- School Impact Fees – these will be determined by the school district where the site is located.
- Building permit and related permit fees can be found on the City of Tualatin web site:
<https://www.tualatinoregon.gov/building/fees-and-fee-schedules>

City Contacts

Planning

Planner on Duty
lsanford@tualatin.gov
503.691.3026

Engineering

Development Engineering Associate
tdoran@tualatin.gov
503.691.3035

Building

Permit Technician
building@tualatin.gov
503.691.3044