



Existing Neighborhood Commercial Structure

Public Information Handout

Rev.20170830

What is an Existing Neighborhood Commercial Structure?

An existing neighborhood commercial structure is a building that was legally constructed to accommodate a non-residential use, and is not still used for a public purpose. In residential zones, such a structure built before the year 2012 may conduct certain types of commercial uses only after a review of the proposal by the Planning Director or Hearing Examiner.

What kind of business may I have?

There are many different types of businesses people choose for existing, neighborhood-scale commercial structures. Below are just a few examples of businesses that would be allowed:

- Barber or beautician
- Professional consulting office
- Small appliance or bike repair
- Restaurant or cafe
- Medical or dental clinic
- Interior decorator
- Dance or music lessons
- Sales or rental of new or used products
- Laundromat

Some examples of activities which are not allowed in existing neighborhood commercial structures are:

- Motor vehicle sales
- Firearm or weapon sales
- Marijuana sales

What development and operation standards are required?

The Spokane Municipal Code lists several development and operation standards meant to assure a neighborhood scale for proposed uses. The site may contain room for building additions, but no expansion of the site is allowed, and no expansions are allowed for structures larger than 5,000 square feet. Parking requirements are typically exempted for the first 3,000 square feet of a structure. A drive-through is not allowed, operation hours may be determined by project approval, and special requirements apply for storage, screening, signage, signage, and lighting. See [SMC 17C.370.030\(F\)](#) for the full list of development and operation standards.

What type of application process is required?

A conditional use permit (CUP) review procedure is required, which requires several steps. The review process has a few differences which depend on size and location of the existing neighborhood commercial structure, and on the public interest in the proposal. For proposed uses of less than 3,000 square feet, a review by the Planning Director follows public notice and a review by affected departments and agencies to determine if additional conditions must be applied to the proposed use in order to ensure compatibility with surrounding properties (see [Admin CUP guidesheet](#)). Uses in larger structures, and non-residential uses of any size on sites that do not have frontage on arterial streets, may also require a public hearing and review by the Hearing Examiner (see [HE CUP guidesheet](#)). The Planning Director may also require the public hearing and review by the Hearing Examiner when the Director issues written findings that these steps are in the public interest. Please see the appropriate guidesheet for a detailed description of the steps required for each application type.

Do I need a business license?

To obtain a business license or if you have any questions about business licenses please call:

Taxes & Licenses:

(509) 625-6070

Washington Department of Revenue:

(509) 482-3800