State of Washington
Business Licensing Service
PO Box 9034
Olympia WA 98507-9034
Telephone: 1-800-451-7985
business.wa.gov/BLS

For Validation - Office Use Only

Business License Application

***For faster service apply online at* business.wa.gov/BLS**

Online applications are typically processed within ten business days.
It may take up to six weeks if you file by mail.

Legal Entity/Owner Name _____

Unified Business Identifier (UBI) _____

Federal Employer Identification Number (FEIN) _____

1. Purpose of Application

Please check all boxes that apply.

- ☐ Open/Reopen Business
  complete sections 2, 3, 4, (5 if hiring employees) and 6
- ☐ Open Additional Location
  complete sections 2, 3, 4, (5 if hiring employees) and 6
- ☐ Change Ownership
  complete sections 2, 3, 4, (5 if you have employees) and 6
- ☐ Register Trade Name
  complete sections 2, 3, 4 and 6
- ☐ Change Trade Name - *complete sections 2, 3, 4 and 6*
  Name(s) to be ***cancelled***: _____
  _____
- ☐ Change Location - *complete sections 2, 3, 4 and 6*
  Old address to be closed: _____
- ☐ Add Endorsement/Registration to Existing Location
  complete sections 2, 3, 4, and 6
- ☐ Business Has or Will Have Employees
  *complete **all** sections*
- ☐ Business Has or Will Have Employees Under Age 18
  *complete **all** sections (If this business location has an active Workers' Compensation account with L&I, and there were no business changes since the last Business License Application was filed, complete only sections 2, 3a, 3c, 3d, [and 3f for sole proprietors], 5c, and 6.)*
- ☐ Hire Persons to Work In or Around Your Home
  *complete **all** sections*
- ☐ Other - *complete **all***

2. Endorsements and Fees

Use the Endorsement Fee Sheet for the information needed to complete this list.

Mark Registrations Needed:	**Fees Due**
☐ Tax Registration (State Dept. of Revenue) – Do you want a separate tax return for each business? ☐ Yes ☐ No	**No Fee**
☐ Industrial Insurance (Workers' Compensation) – *Required if you will have employees.*	**No Fee**
☐ Unemployment Insurance – *Required if you will have employees.*	**No Fee**
☐ Minor Work Permit – *Required if you will have employees under age 18.*	**No Fee**
☐ New Trade Name (Doing Business As):	**$ 5.00**

List Additional Trade Names *($5 each name)* **or Other Endorsements** *(such as Lottery Retailer)***:**

➢	$
➢	$
➢	$
➢	$
➢	$

Enclose check for **total amount due**, including the non-refundable Processing Fee, which MUST be submitted with this form.

Processing Fee $ **19.00**

Total Amount Due $

Make check payable to the Department of Revenue.

To receive this document in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711.

RESET

3. Owner Information

Ownership Structures

a.* ***Select only ONE ownership structure:***

☐ Sole Proprietorship
If married, should spouse's name appear on license? ☐ Yes ☐ No *(If you answer No, you must still enter the spouse information in section "3f" below.)*

☐ Corporation* ☐ Non Profit Corporation* *(educational, religious, charitable)* ☐ Limited Liability Company*
☐ Partnership (# of partners:_____) ☐ Joint Venture
☐ Limited Partnership* ☐ Limited Liability Partnership* ☐ Limited Liability Limited Partnership*
**These ownership structures must contact the Secretary of State office for additional filing requirements.*

_____
Name of Corporation, LLC, Partnership, LLP, LLLP, or Joint Venture Name (examples: ABC, Inc. OR Fir Trees Unlimited LLC)

State incorporated/formed: _____ Year incorporated/formed: _____
☐ Association ☐ Trust ☐ Municipality ☐ Tribal Government Other _____

_____
Name of Organization (example: Anderson Family Trust)

b.* Business Open Date ____/____/____ (MM DD YY) *Provide the ownership structure's first date of business at this location. Out-of-state businesses should use the first date of operation in WA. (**Required.** If unknown, please estimate.)*

c. _____ Is this location inside city limits? ☐ Yes ☐ No
*Business Name/Trade Name

d. _____ _____
*Business Mailing Address *(Street or PO Box, Suite No. do not use builiding name)* *Business Street Address (if different than mailing) Do not use PO Box or PMB

City *State* *Zip code* *City* *State* *Zip code*

e. ( ) _____ ( ) _____ _____
Business Telephone Number Fax Number E-Mail Address

Governing Persons

f. ***List all owners & spouses:*** *Sole proprietor, partners, officers, or LLC members. (Attach additional pages if needed.)*

➢ _____ _____ ____/____/____ _____
*Name *(Last, First, Middle)* Social Security Number* Date of Birth % Owned*

_____ _____
Home Address *(Street or PO Box)* City State Zip code

_____ ( ) _____ Are you married? ☐ Yes ☐ No If yes, enter spouse information below.
Title Home Telephone Number*

_____ _____ ____/____/____
Spouse Name (Last, First, Middle) Spouse Social Security Number Spouse Date of Birth

➢ _____ _____ ____/____/____ _____
Name *(Last, First, Middle)* Social Security Number* Date of Birth % Owned*

_____ _____
Home Address *(Street or PO Box)* City State Zip code

_____ ( ) _____ Are you married? ☐ Yes ☐ No If yes, enter spouse information below.
Title Home Telephone Number*

_____ _____ ____/____/____
Spouse Name (Last, First, Middle) Spouse Social Security Number Spouse Date of Birth

➢ _____ _____ ____/____/____ _____
Name *(Last, First, Middle)* Social Security Number* Date of Birth % Owned*

_____ _____
Home Address *(Street or PO Box)* City State Zip code

_____ ( ) _____ Are you married? ☐ Yes ☐ No If yes, enter spouse information below.
Title Home Telephone Number*

_____ _____ ____/____/____
Spouse Name (Last, First, Middle) Spouse Social Security Number Spouse Date of Birth

**The Social Security Number is required for sole proprietors, partners, officers, and LLC members of businesses that will have employees. (WAC 192-310-010) Not fully completing section "f" will result in application delays.*

4. Location / Business Information

a. Are you an out-of-state business with no Washington location and have employees or representatives working in Washington?

☐ Yes ☐ No

If yes, provide **one** of their Washington addresses (we will not use this address for mailing purposes):

Business Street Address *(Do not use a PO Box or PMB Address)* City State Zip code

b. Do you plan to hire independent contractors or people you will report on a 1099 form? ☐ Yes ☐ No

Check "Independent Contractors" definition at www.lni.wa.gov/IPUB/101-063-000.pdf

c.* Provide the **estimated** gross annual income in Washington *(check the one box that applies to your business):*

☐ $0 - $12,000 ☐ $12,001 - $28,000 ☐ $28,001 - $60,000 ☐ $60,001 - $100,000 ☐ $100,001 and above

d. Mark the business activities in Washington State *(check all that apply):*

☐ Wholesale ☐ Retail ☐ Manufacturing ☐ Services

e.* Describe in detail the principal products or services you provide in Washington State:

f. Did you buy, lease, or acquire all or part of an existing business? ☐ Yes ☐ No

Date bought/leased/acquired: ____/____/____ (MM DD YY) Prior Business Name

Prior Owner's Name ( ) Telephone Number

g. Did you purchase/lease any fixtures or equipment on which you have not paid sales or use tax? ☐ Yes ☐ No

If yes, indicate purchase or lease price: **$** _____

h. If this business is owned by, controlled by, or affiliated with any other business entity, provide that business entity's name and UBI number:

Entity Name UBI Number

Entity Name UBI Number

i. If you are changing your business structure (*such as changing from sole proprietorship to corporation)* and want the old account closed, provide the UBI number to be closed: _____

Do you wish to cancel all the trade names registered under the old UBI number? ☐ Yes ☐ No

You must re-register all trade names you use under the new business structure.

j. If you have ever owned another business, provide: Business Name UBI Number

k. Provide your bank's name: _____ Branch: _____

If you plan to have employees or wish to register for elective coverage for owners or excluded employees, complete Section 5.

(For information see the Industrial Insurance or Unemployment Insurance sections on the Endorsement Fee Sheet.)

5. Employment / Elective Coverage

Employment accounts cannot be established unless you plan to employ persons within the **next 90 days**. If accounts are established, employment tax returns will be required quarterly **even if you have not hired**.

a. *Date of first employment or planned employment at this location: ___/___/___ (MM DD YY) First date wages paid: ___/___/___ (MM DD YY)

b. Number of persons you employ or plan to employ at this location *(do not include owners):* _____

c. *Estimate the number of persons under age 18 (minors) you will employ in the next 12 months and duties they will perform:

	Number	*Duties to be performed by minors (Check www.teenworkers.lni.wa.gov)*
Ages 16-17:		
Ages 14-15:		
Under age 14:		

d. Check the **ONE** box which best describes the major operation of your business.

- ☐ (01) Drywall Operations
- ☐ (02) Logging/Forestry
- ☐ (03) Construction/Engrg/Property Mgmt
- ☐ (04) Temp Help Co/Employee Leasing
- ☐ (05) Maritime/Vessels/Longshore
- ☐ (06) Electronics/Utilities/Vending Mch
- ☐ (07) Wood Prod/Stone/Glass & Mining
- ☐ (08) Mfg - Metal/Mach Shops/Millwright
- ☐ (09) VehicleSvcs/Transportation
- ☐ (10) Mfg - Chem/Textiles/Paper
- ☐ (11) Mfg - Food/Ice/Beverages
- ☐ (12) Agriculture/Farming
- ☐ (13) Retail/Whlsl: Stores & Warehsing
- ☐ (14) Food Svcs/Chore/Asst Lvg/Janitor
- ☐ (15) Media/Entertainment/Lodging
- ☐ (16) I.T./Prof Svcs/Med/Salon/Schools

e. Describe in detail the activities of your workers. Then estimate the total workers' hours for a 3-month period. (One full-time worker = 480 total hours for 3 months.)

	3-Month Estimate	
	Number of Workers	Workers' Hours (Include Minors)
Example: Office Staff - reception, accounting, data entry	*2*	*960*
➢		
➢		
➢		

f. If you have more than one Washington location, how do you wish to receive the following quarterly reports?

Unemployment Insurance: ☐ All locations combined ☐ Each location separately (multiple reports)

Workers' Compensation: ☐ All locations combined ☐ Each location separately (multiple reports)

Additional Coverage is available as noted below. *(See Endorsement Fee Sheet for more information.)*

g. If you are a profit corporation, do you want unemployment insurance coverage for corporate officers?

☐ **Yes** – Go to esd.wa.gov to obtain a Voluntary Election form. This form is required for coverage.

☐ **No** – The corporation must inform officers in writing that they are not covered for Unemployment Insurance.

h. Do you want workers' compensation coverage for owners (sole proprietor, partners, corporate officers, LLC members/managers)? *(In an LLC with managers, you may elect to cover those persons who are both members (owners) and managers. In an LLC with members only, you may elect to cover those members.)*

☐ **Yes** – Prior to coverage, Form F213-042-000 is required. This form will be sent to you by the Dept. of Labor & Industries.

☐ **No**

i. Do you want elective workers' compensation coverage for excluded employment? *(See Endorsement Fee Sheet for descriptions.)*

☐ **Yes** – Prior to coverage, Form F213-112-000 is required. This form will be sent to you by the Dept. of Labor & Industries.

☐ **No**

6. Signature *Signature of sole proprietor or spouse, partner, corporate officer, or limited liability member/manager.*

I, the undersigned, declare under the penalties of perjury and/or the revocation of any license granted, that I am the applicant or authorized representative of the firm making this application and that the answers contained, including any accompanying information, have been examined by me and that the matters and things set forth are true, correct and complete.

X _____ ___/___/___

*Signature Required — Date

_____ ( ) _____ ___/___/___

Application Prepared By *(Please Print)* — Title — Telephone No. — Date

Some agencies can provide language assistance. Would you like assistance? ☐ **Yes** ☐ **No** Specify language _____

Print This Form

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Endorsement Fee Sheet

Use the **Business License Application** to obtain any of the endorsements listed on this form. We have indicated which endorsements you can apply for using our online application. To apply for endorsements not available online please fill out the required forms and send them by mail.

We have also indicated if an endorsement requires agency approval. Do not begin an activity requiring approval until you receive a *Business License* that displays the name of that endorsement.

There are many other endorsements not available through the Business Licensing Service. To determine if you need any others, or to download application forms, visit our Business Licensing Guide at business.wa.gov/BLS or call us at 1-800-451-7985.

Application Fee

$19 - non-refundable fee
Department of Revenue
Must be paid each time a Business License Application is submitted.

The following endorsements are valid as long as you remain in business.

Tax Registration

No additional fee
Department of Revenue
You must obtain a tax registration if you answer "yes" to any of the questions listed below. A tax registration cannot be transferred to another business.

- Do you plan to gross over $12,000 per year?
- Will you be selling at retail any item or product to another person?
- Will you be repairing, installing, altering, decorating, or improving any item or product for another person (e.g., car repair, construction)?
- Will you engage in a business that is responsible for any other state taxes (e.g., timber, fish, litter, public utility, hazardous substance/waste, etc.)?

Industrial Insurance

No additional fee
Department of Labor & Industries
If you employ one or more people, you must apply for industrial insurance coverage. **Excluded Groups:** The groups listed below are excluded from mandatory coverage, but **you may request optional coverage** by completing the Employment section of the Business License Application. An *Application for Optional Coverage* will be sent to you. Excluded groups include:

- Sole proprietors, partners, LLC members with management responsibility.
- Executive officers and corporate officers who are directors and shareholders. If you select elective coverage for your executive officers, all executive officers must be covered.
- Domestic servants (if less than 2 full time employed) and those performing gardening, maintenance or repair around the private home.
- Services in return for aid or sustenance received from a religious or charitable organization.
- Minors under 18 employed on the family farm.
- Jockey racing.
- Entertainers and musicians.
- Volunteer law enforcement officers.
- Volunteer workers or student volunteers (K-12).
- Community service workers.
- Cosmetologists, barbers, estheticians or manicurists who lease stations.
- Newspaper carriers and freelance journalists.
- Insurance agents, brokers and solicitors.

Unemployment Insurance

No additional fee
Employment Security Department
If you employ one or more people, you must apply for unemployment insurance coverage. Social Security numbers are required for all owners of a business that hires employees.

All corporate officer wages of profit corporations are exempt from UI Taxes in Washington. However a corporation may elect to pay taxes on all officer wages by completing the Voluntary Election Form with the Employment Security Department and choosing voluntary coverage on the Business License Application.

Non profit 501(c)(3) corporations must report and pay taxes on officer wages.

Trade Name(s)

$5 per name
Department of Revenue
Trade Name or "Doing Business As" name must be registered if:

- Sole proprietor or partnership is using a name other than the full legal name of all the owners; or
- Corporations, limited partnerships or limited liability companies are operating under a name other than the name registered with the Office of the Secretary of State.

Please indicate all "Doing Business As" names on Section 2 of the Business License Application.

This registration does not provide protection of the name. To see if the Trade Name you are planning to use is already registered, visit the Business Licensing Service website at: *www.bls.dor.wa.gov/licensesearch/*

Please contact the Business Licensing Service at 1-800-451-7985 for more information.

Renewable Endorsements
Must be renewed annually

Architect Firm
Certificate of Authorization
$100 main location
Additional forms required
Department of Licensing
Required for businesses practicing or offering to practice architectural services in Washington. Each firm is required to have at least one Designated Architect listed at the licensed location. The Designated Architect must have an active architect registration.

Bulk Fertilizer Distributor
$25 per location
Department of Agriculture
Required for any business that brings into or that distributes within Washington commercial fertilizer in bulk (nonpackaged form).

Cigarette/Tobacco Sales, Retail and Wholesale
Liquor and Cannabis Board
The cigarette and tobacco product endorsements must both be held if cigarette and other tobacco products are sold at the same location. Additional documents and agency approval required.

Cigarettes

Cigarette Retailer **$175**
Cigarettes sold at retail. Fee required per location. (If BOTH a Cigarette Retailer OR an Other Tobacco Product Retailer AND a Vapor Product Retailer are applied for at the same time, for the same business location, a combined total of $250.00 will be due for both endorsements)

Commercial Cigarette Making Machine **$93**
Required where a machine to produce 'Roll Your Own' cigarettes is provided. The fee is required for each location with one or more machines. A Cigarette Retailer endorsement and Tobacco Products Retailer endorsement is also required. The machine can only be used with tobacco sold at the location at the time of purchase.

Cigarette Vending Machine
$30 per machine at each location
A Cigarette Retailer endorsement is also required. Fee required per machine at each location.

Cigarette Wholesaler
Main location **$650**
***Each* branch location** **$115**
Purchase, sell, or distribute cigarettes to retailers for resale. You must include with your application the $5,000 surety bond required by the Department of Revenue.

Tobacco Products

Tobacco Products Retailer **$175**
Retail sales of tobacco products other than cigarettes. Fee required per location. (Fee waived if also applying for, or already have, Cigarette Retailer at same business location. If BOTH a Cigarette Retailer OR an Other Tobacco Product Retailer AND a Vapor Product Retailer are applied for at the same time, for the same business location, a combined total of $250.00 will be due for both endorsements)

Tobacco Products Distributor
Main location **$650**
Each **branch location** **$115**
Purchase, sell, or distribute tobacco products other than cigarettes to retailers for resale. (Fee waived if also applying for, or already have, Cigarette Wholesaler.)

Collection Agency
$850 for main location in Washington
$550 for *each* branch location (in Washington or out of state/country)
Additional forms and agency approval required
Department of Licensing
Required for any Washington business that:

- Directly or indirectly collects debts on behalf of clients located in Washington and/or other states;
- Solicits claims for collection;
- Markets forms or a collection system to be used in debt collection; or
- Collects their own debts using a fictitious name to imply that a third party is involved; or
- Purchases claims for collection purposes in Washington, whether or not it collects the claim itself.

The business must maintain a trust account and an office in Washington for the purpose of conducting its collection agency business. The office must be managed by a Washington resident and be open to the public during regular business hours. A $5,000 surety bond is required.

Collection Agency – Out-of-State/Country
$425 for main out-of-state location
$275 for *each* branch location (out-of-state/country)
Additional forms and agency approval required
Department of Licensing
Required for any business outside Washington that;

- Undertakes the collection of a debt on behalf of clients who are also outside Washington, and that uses only telephone, mail or fax to collect, or attempt to collect, on debts from persons or businesses located inside Washington. A $5,000 surety bond is required; or
- Purchases claims for collection purposes in Washington, whether or not it collects the claim itself.

Note: Based on other states' laws, some businesses may be exempt from these endorsement fees and bonding. Please contact the Business & Professions Division at (360) 664-1388 for more information.

Commercial Telephone Solicitor
$72 per location
Additional forms and agency approval required
Department of Licensing
Required for each location making unsolicited commercial telephone calls and selling goods or products during the call. Also required for those who offer free prizes by mail and invite a telephone response. Exclusions from coverage include, but are not limited to, those soliciting for educational, political, or charitable purposes; those for whom less than 60 percent of the prior year's sales were made by telephone solicitations; and those who sell to businesses who either resell the product or use it for manufacturing.

Contractor Registration

Additional forms required
Registration not available through BLS
Contact: Dept. of Labor & Industries (360) 902-6359 or 1-800-647-0982 (in state only) or *www.lni.wa.gov*
Any individual or business involved in construction, remodeling, repair, excavation, or demolition of any structure, road or property must obtain a Contractor Registration. This includes those who install floor coverings, lawn sprinkler systems, or scaffolding. Those who perform plumbing or electrical work must have additional certifications or licenses. Registration is also required for an individual who plans to hire subcontractors from more than one trade to work on a single project related to the individual's own property, with the intent to sell that improved property.

Corporate Registration

Additional forms required
Registration not available through BLS
Contact: Office of the Secretary of State (360) 725-0377
Washington based corporations doing business in Washington must file Articles of Incorporation.

Firms incorporated in any other state or country should contact the Corporations Division of the Office of the Secretary of State for filing requirements. ***In addition to*** filing the corporate registration forms a Business License Application is required to BLS.

For expedited service to incorporate your business, complete the Application to Form a Profit Corporation at *www.secstate.wa.gov/corps*

Or you can complete the application on paper and mail it in a **separate envelope** to:
Corporations Division
Office of the Secretary of State
PO Box 40234
Olympia, WA 98504-0234

Egg Handler/Dealer

$30 for first location
$15 for each additional location
Additional forms required
Department of Agriculture
Required for businesses or persons that:

- Produce, handle, contract for, or obtain possession or control of eggs for sale to wholesalers, dealers or retailers within or into Washington; or
- Process eggs and sell them to wholesalers, dealers, retailers or consumers within or into Washington.

A license must be posted at each location where the licensee operates. **Note:** Poultry producers who sell eggs from their own flocks at the place of production directly to household consumers do not need to be licensed.

For Hire

Permit: $110 (one-time, nonrefundable)
Certificates: $55 per vehicle
Additional forms and agency approval required
Department of Licensing
Required for all vehicles used for the transportation of passengers for compensation in taxicabs, cabulances or other for hire vehicles (except limousines see Limousine Carrier for those for hire vehicles). The state permit fee is not required if a permit fee is paid to a local city or county, however all vehicles must have a for hire certificate from the state, regardless. See also the section headed "Weighing & Measuring Devices" about registering the meter used in for hire vehicles.

Limousine Carrier

$350 per location
Vehicle Certificate: $75 per limousine
Vehicle Inspection Report: $25 per limousine
Additional forms and agency approval required
Department of Licensing, Washington State Patrol, and Port Districts of King County
Required for any business that operates unmetered, unmarked, chauffeur-driven, luxury, for hire vehicles (definition of a limousine is found in RCW 46.04). Limousines must transport persons under a single contract, on a prearranged basis, to a specific destination or particular itinerary. Each limousine vehicle must pass a vehicle inspection and be certified by the Department of Licensing. Businesses operating in the Port District of King County may be licensed through the port district. Other for hire businesses (such as taxi cabs) must register separately with the Department of Licensing (see For Hire license).

Liquor

Variable fees (see *Liquor License Description and Fee Information Sheet*)
Additional forms and agency approval required
Liquor and Cannabis Board
Required for businesses or nonprofit organizations retailing or serving beer, wine or spirits; or manufacturing, distilling, wholesaling, transporting, importing, or exporting alcoholic beverages. Also needed for changing the location of a licensed premises.

Lottery Retailer

$25 per location (one-time, nonrefundable)
Additional forms and agency approval required.
Washington's Lottery
Required for businesses selling Lottery products. Applicants must certify that they comply with federal, state and agency accessibility requirements, and provide a personal/criminal history. The Lottery also requires an electronic funds transfer account to transfer Lottery sales debits and credits. The Lottery will separately charge retailers a one-time $200 set-up fee, and a weekly equipment and support fee. Contact the Lottery at 1-800-732-5101, option 4, for more information.

Manufactured/Mobile Home Community (Mobile Home Parks)

$10 per qualifying manufactured home in park*
Additional forms required
Department of Revenue
Required of all manufactured and mobile home parks that offer two or more spaces (lots) in the park for rent or lease for year-round occupancy. A separate application must be submitted for each park. New parks must be registered within three months of offering spaces for rent to avoid penalties.
*A $10 fee must be paid for **each** manufactured or mobile home within the park when the owner of the home does not also own the space on which the home is located.

Marijuana
Additional forms and agency approval required
Liquor and Cannabis Board

Marijuana Transportation - *Available online* **$266**
Required for transport businesses to transport or deliver marijuana, marijuana concentrates, or marijuana-infused products between licensed marijuana businesses within Washington State.
Note: The Liquor and Cannabis Board will contact applicants for any additional required information or documentation, and bill for the initial license fee prior to approval of any license.

Minor Work Permit
No fee
Agency approval required
Department of Labor and Industries
If you employ one or more people under 18 years old, you must apply for a permit to employ minors, in addition to industrial insurance as described on page 1.

Nursery Retailer/Wholesaler
Fees listed below include a 20% surcharge
Additional forms required
Department of Agriculture
Required for businesses that:

- Sell or hold live plants or turf for planting, breeding, or decoration; or
- Perform landscaping and lawn maintenance which provides planting or installing new plants or turf.

Is not required if you sell less than $100 per year or only sell cut flowers.
Choose either a wholesale or retail endorsement based on what you believe will be your primary source of income, then estimate your total nursery sales for the calendar year. Determine the fee due based on your license type and your sales estimate.

Nursery Retailer:	**Fee:**
$100 - $2,499	**$63.00 per location**
$2,500 - $14,999	**$138.00 per location**
$15,000 and over	**$273.60 per location**

Nursery Wholesaler:	**Fee:**
$100 - $14,999	**$138.00 per location**
$15,000 and over	**$273.60 per location**

Pesticide Dealer
$67 per location
Additional forms and agency approval required
Department of Agriculture
Required to sell all pesticides. **Exception:** Not required if the pesticide is labeled ***home and garden use only.*** Each location must have a licensed Pesticide Dealer Manager to supervise pesticide distribution.

Private Investigative Agency
$600 with unarmed principal
$700 with armed principal
No fee for each additional location
Additional forms and agency approval required
Department of Licensing
Required for any business that exists to detect, discover or reveal criminal activity; obtain information related to persons or things; recover lost property; identify cause for accidents/losses; obtain evidence for investigations or detect eavesdropping devices. See RCW Chapter 18.165 for full description.

Radiology Benefit Manager
$200 per location
Additional forms required
Department of Licensing
Required for any person or company conducting business in Washington or with Washington customers when the business is owned by a third party payor or a carrier, as defined in RCW 48.43.005, or contracts with a third party payor or carrier in order to:

- Process claims for services and procedures performed by a licensed radiologist or advanced diagnostic imaging service provider.
- Pay or authorize payment to radiology clinics, radiologists, or advanced diagnostic imaging services providers for services or procedures.

Rental Car Registration
No fee
Department of Licensing
A rental car is a passenger vehicle (PAS or M/H use class) that is used solely by a rental car business for rental to others, without a driver provided by the rental car business, for periods of not more than 30 consecutive days. Only passenger vehicles (cars, SUVs and motor home qualify). Trucks and other types of vehicles such as motorcycles are exempt from the rental car registration.

Scrap Metal
Various Fees *(see the Vehicle-Related and Scrap Metal Recycling Fee Description Sheet)*
Additional forms and agency approval required.
Department of Licensing
Required for businesses that are suppliers, processors, and/or recyclers of scrap metal.
Note: *These endorsements do **NOT** include handling scrap metal from motor vehicles. For vehicle-related Motor Vehicle Salvage processing see the entry under "Vehicle Sales or Disposal".*

Seed Dealer
$125 per location
Department of Agriculture
Required for selling seeds except those packaged in containers of 8 ounces or less by a registered seed labeler.

Seller of Travel
$202 per location
Additional documents and agency approval required
Department of Licensing
Required for businesses that arrange, or advertise to arrange travel accommodations for Washington consumers.

Shopkeeper
$40 per location
Department of Health – Board of Pharmacy
Required of businesses (except licensed pharmacies) selling any nonprescription medication. These medications must be in the original manufacturer's packaging.

Tobbaco Sales, Retail and Wholesale -
Please see Cigarette/Tobacco Sales

Underground Storage Tanks
$160 per tank
Additional forms required
Department of Ecology
Required for owners of storage tanks with a capacity greater than 110 gallons, that have at least 10 percent of volume (including piping) below the surface of the ground, and that contain petroleum or other hazardous substances. Some tanks may be exempt. The application must be filed by the owner within 30 days **after** a new installation is complete, or upon modification or purchase of existing tanks. **Note:** A notice of intent to install (Form ECY 020-95) must also be filed directly with the Department of Ecology at least 30 days before new installation work begins.

Vapor Product Retailer **$175**
Required for each location of a business where vapor products are sold at retail to consumers. (If BOTH a Cigarette Retailer OR an Other Tobacco Product Retailer AND a Vapor Product Retailer are applied for at the same time, for the same business location, a combined total of $250.00 will be due for both endorsements) **Note:** To sell at retail cigarettes and other tobacco products, a Cigarette Retailer or a Tobacco Products Retailer endorsement is also required.

Vapor Product Distributor **$150**
Vapor Product Distributor Branch **$100**
Required for each location of a business that purchases vapor products and conducts wholesale sales or distribution to vapor product retailers for resale to consumers. **Note:** To sell or distribute at wholesale cigarettes or other tobacco products you'll also need a Cigarette Wholesaler or a Tobacco Products Distributor endorsement.

Vapor Product Delivery Sales **$250**
Required for each location of a business, regardless whether located inside or outside Washington, from which retail sales orders for vapor products are taken from Washington consumers by means of telephone or other voice transmissions, by mail or other delivery services, or the Internet or other online services; or from which vapor products are delivered to Washington consumers by use of the mails or other delivery services.

Vehicle Sales or Disposal
Various fees *(see the Vehicle-Related and Scrap Metal Recycling Fee Description Sheet)*
Additional forms and agency approval required
Department of Licensing

Required for businesses that:

- Annually offer, display or sell more than four cars, trucks and/or motor homes, or otherwise act as a dealer of such vehicles;
- Deal in boats or vessels, manufactured homes, park homes, travel trailers, fifth wheel trailers, horse trailers, utility trailers, off-road vehicles, motorcycles and/or snowmobiles;
- Manufacture or remanufacture vehicles for distribution to Washington dealerships;
- Transport vehicles over Washington highways;
- Operate a registered tow truck; and/or
- Act as a hulk hauler, vehicle wrecker or motor vehicle salvage processor. **Note:** *This is **NOT** for non-vehicle scrap metal. To handle non-vehicle scrap metal see the entry under **"Scrap Metal"**.*

Waste Tire Carrier
$200 ($50 nonrefundable) plus $50 per vehicle
Additional forms and agency approval required
Department of Ecology
Required for businesses transporting tires no longer usable due to wear, damage or defect. Businesses licensed by the Utilities and Transportation Commission or a local government authority need not apply. A $10,000 bond is required.

Waste Tire Storage Site Owner
$250 per location ($50 nonrefundable)
Additional forms and agency approval required
Department of Ecology
Required of any business with outside storage of more than 800 tires which are no longer suitable for their original purpose. The business is required to have:

- A permit from the County Health Department where the site is located.
- Financial assurance sufficient for hiring a third party to remove the maximum number of tires permitted to be stored at the facility and deliver the tires to a facility permitted to accept the tires.

Contact Dept. of Health for regulatory questions at 1-800-299-9729.

Weighing and Measuring Devices
Various fees (see the Weighing and Measuring Devices Addendum)
Department of Agriculture (statewide); and Cities of Seattle & Spokane
Required for businesses where devices are used to determine the charges for a product or service on the basis of weight or measure (i.e. scales or meters). The Weighing and Measuring Devices addendum must be submitted with the Business License Application.

Whitewater River Outfitter
$25 per location
Additional form and agency approval required
Department of Licensing
Required for businesses carrying, or advertising to carry, for-hire passengers on whitewater sections of Washington rivers. Applicants must provide proof of correct liability insurance and certify that they meet all requirements, including use of qualified guides.

X-Ray Facilities and Devices
Various fees (see the *X-ray Facility and Devices Registration Addendum*)
Department of Health (statewide)
Required for businesses that have a facility with any of the X-ray tube types listed on the x-ray addendum form, including dental or medical offices, hospitals, veterinary, educational, security, research or industrial facilities. Contact Dept. of Health for regulatory questions at 1-800-299-9729.

Business Licensing Service City Partners - Available online

Most cities require businesses operating within the city limits to register and renew annually. This includes businesses that are located outside the city limits but perform services inside city limits.

Apply for the cities listed below by using the Business License Application. See the City Fee Sheet for fees and descriptions. Some cities may have other requirements to conduct particular business activities such as a home occupation permit or temporary license. Contact the city directly for more information. City approval and additional forms may be required.

Anacortes
Bellingham
Blaine
Bonney Lake
Bridgeport
Buckley
Carbonado
Carnation
Clyde Hill
Connell
College Place
Covington
Deer Park
DuPont
Duvall
Eatonville
Edgewood
Enumclaw
Ephrata
Fife
Fircrest
Gig Harbor
Gold Bar
Granite Falls
Ilwaco
Issaquah
Kenmore
Kennewick
Lacey
Lake Stevens
Leavenworth
Liberty Lake
Long Beach
Longview
Maple Valley
Marysville
Millwood
Milton
Monroe
Newcastle
North Bend
Olympia
Port Orchard
Port Townsend
Poulsbo
Prosser
Pullman
Richland
Rockford
Ruston
Sammamish
Sedro Woolley
Sequim
Shoreline
Skykomish
Spokane
Spokane Valley
Stanwood
Sultan
Sumner
Tumwater
University Place
Vancouver
Washougal
West Richland
Woodinville

Additional cities continue to partner with the Business Licensing Service program. Visit our website at http://business.wa.gov/BLS or contact us at 1-800-451-7985 for a current listing.