



City Fee Sheet

In most cities, a city license or registration must be obtained prior to operating a business within the city limits, including those businesses that are located outside the city limits but perform services for customers inside the city limits. Businesses located outside city limits must carry a copy of their license while operating in the city.

Some cities **may** exempt special types of businesses from being licensed. Examples of those types of business may include:

- Farmers selling their own produce
- Newspaper deliveries
- Limited number of casual sales (garage sales)
- Churches and other religious organizations
- Charitable fundraising organizations
- Fraternal benefit societies
- Participants in a city-sponsored community event
- Delivery of goods sold outside the city

A city may require proof of qualifying for an exemption. If you think your business qualifies for exemption, contact the city directly for more information.

You may apply for a General Business Endorsement for the following cities using the Business License Application at the same time you apply for state licenses and registrations. In addition to the General Business Endorsement some cities may require other licenses, such as a Home Occupation Permit or peddlers endorsement, to conduct particular business activities. Contact the cities directly for more information.

Additional forms and city approval are required for each city.

City of Anacortes

General Business	\$30
Nonprofit Business	No fee

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Bainbridge Island

General Business	\$65
Nonprofit Business	No fee

Business must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Battle Ground

General Business	\$65
Nonprofit Business	No fee

Business must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Bellingham

General Business	\$40
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Note: Nonprofit businesses are required to obtain a general business endorsement.

City of Blaine

General Business	\$75
Nonprofit Business	No fee

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Bonney Lake

General Business	\$60
Nonprofit Business	No fee

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Bridgeport

General Business	\$30
Nonprofit Business	No fee

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation OR by submitting a copy of their 501(c) tax exemption letter issued by the IRS.

City of Buckley

General Business	\$75
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Note: Nonprofit businesses are exempt.

Town of Carbonado

General Business	\$25
Nonprofit Business	No fee

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation OR by submitting a copy of their 501(c) tax exemption letter issued by the IRS.

City of Carnation

General Business	\$75
Nonprofit Business	No fee

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Clyde Hill

General Business	\$25
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Note: Nonprofit businesses are exempt.

City of College Place

General Business	No Fee
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Note: Businesses located **outside** of the City of College Place are not required to obtain a city endorsement.

City of Connell

General Business	\$30
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Note: Nonprofit businesses are exempt.

City of Covington

General Business	\$60
Nonprofit Business	No fee

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Deer Park

General Business	\$30
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Note: Nonprofit businesses are exempt.

City of DuPont

General Business	\$75
Nonprofit Business	No fee

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Duvall

General Business	\$55
Nonprofit Business	No fee

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of East Wenatchee

General Business	Variable Fees
Nonprofit Business	No fee

City fees are based on the number of full time employees (see *City of East Wenatchee Requirements and Fee Calculation Instructions*).

Business must submit a copy of their 501(c) 3 tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

Town of Eatonville

General Business	\$50
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Note: Nonprofit businesses are exempt.

City of Edgewood

General Business	\$40
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Note: Nonprofit businesses are exempt.

City of Ellensburg

General Business	Variable Fees
Nonprofit Business	No fee

City fees are based on the number of full time employees (see *City of Ellensburg Requirements and Fee Calculation Instructions*).

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Enumclaw

General Business	\$50
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Note: Nonprofit business licenses must be obtained directly from the City of Enumclaw at (360) 825-3593.

City of Ephrata

General Business	\$80
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Note: Nonprofit businesses are exempt.

City of Fife

General Business	Variable fees
Nonprofit Business	No fee

City fees are based on the number of full time employees (see *City of Fife Requirements and Fee Calculation Instructions*).

Businesses must submit a copy of their 501(c) 3 tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Fircrest

General Business	\$75
Nonprofit Business	No fee

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Gig Harbor

General Business	\$30
Nonprofit Business	No fee

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Gold Bar

General Business	\$50
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Note: Nonprofit businesses are exempt.

City of Granite Falls

General Business	\$45
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Note: Nonprofit businesses are exempt.

City of Ilwaco

General Business	\$125
Nonprofit Business	No fee

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Issaquah

General Business	\$60
Nonprofit Business	No fee

A business with less than \$3,000 gross annual income is exempt from this city's business endorsement requirement.

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Kelso

General Business	\$50
Nonprofit Business	No fee

Businesses must submit a copy of their 501(c) 3 tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Kenmore

General Business	\$10
Nonprofit Business	No fee

Note: Businesses located **outside** of the City of Kenmore are not required to obtain a city endorsement.

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Kennewick

General Business **\$55**

City has a per employee fee (see *City of Kennewick Requirements and Fee Calculation Instructions*).

Note: Nonprofit businesses are exempt.

City of Lacey

General Business **\$25**
Nonprofit Business **No fee**

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Lake Stevens

General Business **\$40**
Nonprofit Business **No fee**

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Lakewood

General Business **\$60**
Nonprofit Business **No fee**

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Leavenworth

General Business **Variable fee**
Nonprofit Business **No fee**

City fees are based on the number of full time employees (see City of Leavenworth information at <http://bls.dor.wa.gov/cities/leavenworth.aspx>).
Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Liberty Lake

General Business **\$26**

Note: Nonprofit businesses are exempt if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Long Beach

General Business **\$125**

Note: Nonprofit businesses are exempt.

City of Longview

General Business **\$50**
Nonprofit Business **\$50**

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Maple Valley

General Business **\$10**

Businesses located **outside** of the City of Maple Valley are not required to obtain a city endorsement.

Charitable or nonprofit organizations are exempt from the endorsement requirement if they maintain IRS 501 (c) tax status.

City of Marysville

General Business **\$65**
Nonprofit Business **No fee**

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Millwood

General Business **\$5**
Nonprofit Business **\$5**

Businesses located **outside** of the City of Millwood are not required to obtain a city endorsement.

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Milton

General Business **Variable fees**
Nonprofit Business **No fee**

City fees are based on employees (see City of Milton Requirements and Fee Calculation Instructions).

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Monroe

General Business **\$50**
Nonprofit Business **No fee**

Businesses located outside of the City of Monroe are not required to obtain a city endorsement.

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Mount Vernon

General Business **\$50**
Nonprofit Business **No fee**

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Mukilteo

General Business **Variable fees**
Nonprofit Business **No fee**

City fees are based on the number of full time employees (see City of Mukilteo Requirements and Fee Calculation Instructions).

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Newcastle

General Business **\$31**
Nonprofit Business **No fee**

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of North Bend

General Business **\$35**
Nonprofit Business **\$35**

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Olympia

General Business **\$30**
Nonprofit Business **No fee**

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Pasco

General Business **Variable Fees**

City fees are based on the number of full time employees (see City of Pasco Requirements and Fee Calculation Instructions).

City of Port Orchard

General Business **\$35**
Nonprofit Business **No fee**

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Port Townsend

General Business **Variable Fees**
Nonprofit Business **No fee**

City fees are based on gross income (see City of Port Townsend Requirements and Fee Calculation Instructions).

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Poulsbo

General Business **\$65**
Nonprofit Business **No fee**

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Prosser

General Business **\$50**

Note: Nonprofit businesses are exempt.

City of Pullman

General Business **\$15**
Nonprofit Business **No fee**

Businesses located **outside** of the City of Pullman are not required to obtain a city endorsement.

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Puyallup

General Business **Variable Fees**
Nonprofit Business **No fee**

City fees based on the number of employees (see City of Puyallup Requirements and Fee Calculation Instructions).

Businesses must submit a copy of their 501(c) 3 tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Richland

General Business **\$40**
Per employee fee (first 2 employees free) **\$12**
Property rental fee (per rental unit) **\$2**

Town of Rockford

General Business **\$15**
Nonprofit Business **No fee**

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation OR by submitting a copy of their 501(c) tax exemption letter issued by the IRS.

City of Ruston

General Business **\$40**

Note: Nonprofit businesses are exempt.

City of Sammamish

General Business **\$15**
Nonprofit Business **No fee**

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Sedro Woolley

General Business **\$35**
Nonprofit Business **No fee**

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Sequim

General Business **\$56**
Nonprofit Business **\$56**

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Shoreline

General Business **\$40**
Nonprofit Business **No fee**

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

Town of Skykomish

General Business **\$50**
Nonprofit Business **No fee**

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Spokane

General Business **\$113**
Nonprofit Business **\$56.50**

City has a per employee fee that varies (see *City of Spokane Requirements and Fee Calculation Instructions*).

To qualify for the nonprofit endorsement, the business must be registered with the Office of Secretary of State as a nonprofit corporation under Chapter 24.03 RCW **AND** submit a copy of their 501(c) 3 or 501(c) 4 tax exemption letter issued by the IRS.

City of Spokane Valley

General Business **\$13**
Nonprofit Business **\$3**

In addition to the general business endorsement, a Home Occupation Permit is required for businesses that conduct any part of business from their home in Spokane Valley. A Home Occupation Permit fee will be assessed if there is any exterior alterations to the residence, business deliveries, client visits, signs, or nonresident employees. For information contact the Planning Dept. at (509) 720-5240.

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation or by submitting a copy of the business IRS 501(c) certificate with their Business License Application.

City of Stanwood

General Business	\$50
Nonprofit Business	No fee

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Sultan

General Business	\$25
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Note: Nonprofit businesses are exempt.

City of Sumner

General Business	\$40
Nonprofit Business	No fee

Businesses must submit a copy of their 501(c) 3 tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Sunnyside

General Business	Variable Fees
Nonprofit Business	No fee

City fees are based on the number of full time employees (see City of Sunnyside Requirements and Fee Calculation Instructions).

Businesses must submit a copy of their 501(c) 3 tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Tumwater

General Business	\$50
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Includes canvassers, peddlers, solicitors and mobile units as well as other commercial businesses.

Nonprofit Business	No fee
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Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation. Nonprofit organizations located outside of the city are exempt from city licensure.

City of University Place

General Business	\$50
Nonprofit Business	No fee

Home based businesses with less than \$12,000 gross annual income are exempt.

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Vancouver

General Business	\$125
Nonprofit Business	No fee
Exempt Business	No fee

City has a per employee fee (see *City of Vancouver Requirements and Fee Calculation Instructions*).

Businesses must submit a copy of their 501(c) 3 tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Walla Walla

General Business	\$50
Nonprofit Business	No fee

Businesses must submit a copy of their 501(c) 3 tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Washougal

General Business	\$25
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Note: Nonprofit businesses are required to obtain a general business endorsement.

City of West Richland

General Business	\$40
Nonprofit Business	No fee

City of Woodinville

General Business	\$39
Nonprofit Business	No fee

Businesses must submit a copy of their 501(c) 3 tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City Contacts:

Anacortes	(360) 299-1968	Longview	(360) 442-5000
Bainbridge Island	(206) 780-8591	Maple Valley.....	(425) 413-8800
Battle Ground	(360) 342-5047	Marysville.....	(360) 363-8202
Bellingham.....	(360) 778-8025	Millwood.....	(509) 924-0960
Blaine.....	(360) 332-8311	Milton.....	(253) 922-8733
Bonney Lake.....	(253) 862-8602	Monroe	(360) 794-7400
Bridgeport	(509) 686-4041	Mount Vernon	(360) 336-6202
Buckley.....	(360) 829-1921	Mukilteo	(425) 263-8035
Carbonado	(360) 829-0125	Newcastle	(425) 649-4444
Carnation	(425) 333-4192	North Bend	(425) 831-6200
Clyde Hill	(425) 453-7800	Olympia	(360) 753-8327
College Place	(509) 525-0510	Pasco.....	(509) 545-3402
Connell	(509) 234-2701	Port Orchard.....	(360) 876-7020
Covington	(253) 638-1110	Port Townsend.....	(360) 385-2700
Deer Park	(509) 276-8801	Poulsbo.....	(360) 394-9880
DuPont.....	(253) 964-8121	Prosser	(509) 786-2332
Duvall.....	(425) 788-1185	Pullman.....	(509) 338-3342
East Wenatchee	(509) 884-9515	Puyallup.....	(253) 841-4321
Eatonville	(360) 832-3361	Richland.....	(509) 942-1104
Edgewood.....	(253) 952-3299	Rockford	(509) 291-4716
Ellensburg.....	(509) 925-8608	Ruston.....	(253) 759-3544
Enumclaw	(360) 825-3593	Sammamish.....	(425) 295-0500
Ephrata.....	(509) 754-4601	Sedro Woolley	(360) 855-0929
Fife.....	(253) 896-8615	Sequim	(360) 683-4908
Fircrest.....	(253) 564-8901	Shoreline	(206) 801-2230
Gig Harbor	(253) 851-8136	Skykomish	(360) 677-2388
Gold Bar	(360) 793-1101	Spokane.....	(509) 625-6070
Granite Falls	(360) 691-6441	Spokane Valley.....	(509) 921-1000
Ilwaco	(360) 642-3145	Stanwood.....	(360) 629-2181
Issaquah.....	(425) 837-3100	Sultan	(360) 793-2231
Kelso	(360) 423-0900	Sumner.....	(253) 863-8300
Kenmore	(425) 398-8900	Sunnyside.....	(509) 837-7999
Kennewick.....	(509) 585-4268	Tumwater.....	(360) 754-4136
Lacey.....	(360) 491-3212	University Place.....	(253) 566-5656
Lake Stevens.....	(425) 334-1012	Vancouver.....	(360) 487-8448
Lakewood	(253) 983-7839	Walla Walla.....	(509) 524-4710
Leavenworth.....	(509) 548-5275	Washougal.....	(360) 835-8501
Liberty Lake	(509) 755-6700	West Richland	(509) 967-3431
Long Beach	(360) 642-4421	Woodinville	(425) 877-2261

Additional cities may join the Business Licensing Service. Visit business.wa.gov/BLS or call 1-800-451-7985 for a current listing.