



UBI
Owner name

City Addendum

This form **must** be submitted with a completed Business License Application and required fees.

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For a list of cities and how to complete the City Addendum refer to the City Addendum Instructions.

A All city license applicants must complete this section.

- Do you qualify for an exemption from the city business license? (for Vancouver only) Yes No
See Vancouver "Requirements and Fee Calculation" document for more information.
- Are you registered with the Washington Secretary of State as a nonprofit corporation? Yes No
- Is your organization tax exempt under IRS code 501(c)(3),(4), or (5)? Yes No
If yes, attach a copy of your IRS tax exemption certificate.
- Are you a general or specialty construction contractor? Yes No

If yes, provide the Dept. of Labor & Industries Contractor Registration license number (if known): _____

- If you hold a WA State professional/occupational endorsement, indicate the endorsement type and number.

Type (<i>day care, cosmetology, real estate, etc.</i>)	Number (<i>if known</i>)
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- Do you provide utility service (telephone/cellular/ISP, cable, gas, electric, garbage)? Yes No

B Complete this section for a city license if your business is physically located inside city limits.

- From the city names and fees listed on page 1 of this form, indicate the city where your business is physically located and the associated fee amount:

City name	License fee amount \$
Number of employees (at this location)	Total employee fees (if applicable) \$
Number of rental units (if applicable)	Total rental unit fees (if applicable) \$

For variable fee cities, see appropriate city "Requirements and Fee Calculation" document for more information.

- First date of business in the city indicated: _____
- Have you held a business license in this city? Yes No Prior city license #(if known) _____
- Check any of the following that can be found at this business location:
 - Automatic smoke detection system or fire sprinkler system installed
 - Any compressed gases (oxygen, helium, acetylene, propane, nitrous oxide, etc.)
 - Discharges to the sewer from the business or business processes other than domestic sanitary discharges
 - Any flammable/hazardous/toxic materials (gasoline, oil, cleaning solvents, pesticides, etc.)
Average gallons or pounds kept on premises: _____
 - Floor drains other than in restroom/shower facilities
 - None of the above

B Section B continued

5. Is the physical address of the business in a residence?..... Yes No
 If yes, how many customers will be visiting the residence per week? _____
Some cities have special home occupation regulations, please contact the city for more information.

6. Square feet of floor space used by your business at this location: _____

7. Will you be making any exterior or interior modifications, including signs, to the proposed business location? Yes No

8. Give the name and phone number of two after-hours Emergency Contact persons for this business location:

Name (Last, First, Middle)	Phone number ()
Name (Last, First Middle)	Phone number ()

9. Do you have emergency alarm monitoring service?..... Yes No
 If yes, provide the following information:

Monitoring Company	Company Contact	Contact phone number ()
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10. Mark any of the following activities that will be conducted at or from this business location:

- | | | |
|--|---|--|
| <input type="checkbox"/> Adult Entertainment | <input type="checkbox"/> Dispensing | <input type="checkbox"/> Repairing |
| <input type="checkbox"/> Ambulance Service/Dispatch | <input type="checkbox"/> Gambling | <input type="checkbox"/> Retail/Wholesale Sales |
| <input type="checkbox"/> Amusement Devices/Arcades | <input type="checkbox"/> Health Care/Medical | <input type="checkbox"/> Serve Liquor |
| <input type="checkbox"/> Buy/Sell Used Goods | <input type="checkbox"/> Manufacturing, Assembling, Producing,
Packaging | <input type="checkbox"/> Sexually Oriented Business |
| <input type="checkbox"/> Care Provider for Adults or Children | <input type="checkbox"/> Painting | <input type="checkbox"/> Storing/Warehousing |
| <input type="checkbox"/> Charging Admission | <input type="checkbox"/> Recycling | <input type="checkbox"/> Taxi or For Hire Service/
Dispatch |
| <input type="checkbox"/> Civic, Social, Religious Gathering
with food/drink consumption,
transportation, entertainment, etc. | | |

C Complete this section only for city licenses if there is no physical location inside the city limits.

1. From the cities and fees shown on page 1, list all the cities that you will travel into to conduct business.

City name	First date of business	Previous city license number (if known)	Number of employees	Employee fees (variable fee cities only)	City license fee	Total fee amount
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
Total amount due for non-resident cities						\$



City Addendum Instructions

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Instructions:

1. You must contact any cities not listed below for licensing requirements as they are not part of the combined licensing at this time.
2. All applicants must complete Section A.
3. Complete Section B of the addendum to apply for a city endorsement where your business is physically located inside city limits (resident).
4. Complete Section C of the addendum to apply for endorsements with other cities that you will travel into to conduct business (non-resident).
5. In Section 2 of the Business License Application, write the city name and fee for each city you indicated on Section B and Section C of the addendum.
6. Complete a separate Business License Application and City Addendum form for each **physical** business location.

Please Note:

- City endorsements must be approved by the city before business may begin. City Land Use, Building and Fire codes and ordinances may be applicable. Contact each city directly for more information.
- Some cities only require licensing if physically located in city limits. This condition is noted on the list below.

Use the city names and fees below to complete Section B and Section C of the City Addendum.

Anacortes \$30	Enumclaw \$50
Bellingham..... \$40	Ephrata \$80
Blaine..... \$75	Fife..... Variable Fees*
Bonney Lake..... \$60	Fircrest..... \$75
Bridgeport \$30	Gig Harbor \$30
Buckley \$75	Gold Bar \$40
Carbonado \$25	Granite Falls \$45
Carnation \$75	Ilwaco \$125
Clyde Hill \$25	Issaquah \$60
College Place (located inside city limits only)..... No Fee	Kelso \$50
Connell \$30	Kenmore (located inside city limits only)..... \$10
Covington \$60	Kennewick Variable Fees*
Deer Park \$30	Lacey \$25
DuPont..... \$75	Lake Stevens \$40
Duvall..... \$55	Leavenworth \$115
Eatonville \$50	Liberty Lake \$26
Edgewood..... \$40	Long Beach \$125

Continued...

*Visit <http://bls.dor.wa.gov/forms/> for "Requirements and Fee Calculations" for Cities of [Fife](#), [Kennewick](#), [Richland](#), [Spokane](#), [Vancouver](#).

For assistance or to request this document in an alternate format, visit <http://business.wa.gov/BLS> or call 1-800-451-7985. Teletype (TTY) users may use the Washington Relay Service by calling 711.

City Addendum Instructions Continued

Longview	\$50	Ruston	\$40
Maple Valley (located inside city limits only)	\$10	Sammamish.....	\$15
Marysville	\$65	Sedro Woolley	\$35
Millwood (located inside city limits only)	\$5	Sequim	\$56
Milton	\$88	Shoreline	\$40
Monroe (located inside city limits only).....	\$50	Skykomish	\$50
Mount Vernon	\$50	Spokane	Variable Fees*
Newcastle	\$31	Spokane Valley	\$13
North Bend	\$35	Stanwood.....	\$50
Olympia	\$30	Sultan	\$25
Port Orchard	\$35	Sumner	\$40
Port Townsend	\$28	Tumwater	\$50
Poulsbo.....	\$65	University Place	\$50
Prosser	\$50	Vancouver.....	Variable Fees*
Pullman (located inside city limits only)	\$15	Washougal.....	\$25
Richland.....	Variable Fees*	West Richland	\$40
Rockford	\$15	Woodinville	\$39

*Visit <http://bls.dor.wa.gov/forms/> for "Requirements and Fee Calculations" for Cities of [Fife](#), [Kennewick](#), [Richland](#), [Spokane](#), [Vancouver](#).

If the city you are looking for is not listed, you must contact that particular city directly for licensing information.



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.

- | | |
|--|---|
| <input type="checkbox"/> Open/Reopen Business
<i>complete sections 2, 3, 4, (5 if hiring employees) and 6</i> | <input type="checkbox"/> Add Endorsement/Registration to Existing Location
<i>complete sections 2, 3, 4, and 6</i> |
| <input type="checkbox"/> Open Additional Location
<i>complete sections 2, 3, 4, (5 if hiring employees) and 6</i> | <input type="checkbox"/> Business Has or Will Have Employees
<i>complete all sections</i> |
| <input type="checkbox"/> Change Ownership
<i>complete sections 2, 3, 4, (5 if you have employees) and 6</i> | <input type="checkbox"/> Business Has or Will Have Employees Under Age 18
<i>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.)</i> |
| <input type="checkbox"/> Register Trade Name
<i>complete sections 2, 3, 4 and 6</i> | <input type="checkbox"/> Hire Persons to Work In or Around Your Home
<i>complete all sections</i> |
| <input type="checkbox"/> Change Trade Name - <i>complete sections 2, 3, 4 and 6</i>
Name(s) to be cancelled : _____
_____ | <input type="checkbox"/> Other - <i>complete all</i> |
| <input type="checkbox"/> Change Location - <i>complete sections 2, 3, 4 and 6</i>
Old address to be closed: _____ | |

2. Endorsements and Fees

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

Mark Registrations Needed:	Fees Due
<input type="checkbox"/> Tax Registration (State Dept. of Revenue) – Do you want a separate tax return for each business? <input type="checkbox"/> Yes <input type="checkbox"/> No	No Fee
<input type="checkbox"/> Industrial Insurance (Workers' Compensation) – <i>Required if you will have employees.</i>	No Fee
<input type="checkbox"/> Unemployment Insurance – <i>Required if you will have employees.</i>	No Fee
<input type="checkbox"/> Minor Work Permit – <i>Required if you will have employees under age 18.</i>	No Fee
<input type="checkbox"/> 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**

Make check payable to the **Department of Revenue**.

Total Amount Due **\$**

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 ____/____/____ *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.)*
MM DD YY

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 building name)* *Business Street Address *(if different than mailing) Do not use PO Box or PMB*

City _____ State _____ Zip code _____ City _____ State _____ Zip code _____

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

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

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

 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

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

 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

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

 Spouse Name *(Last, First, Middle)* Spouse Social Security Number Spouse Date of Birth

Governing Persons

**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: / / First date wages paid: / /
MM DD YY 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:

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

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

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> (01) Drywall Operations | <input type="checkbox"/> (05) Maritime/Vessels/Longshore | <input type="checkbox"/> (09) Vehicle Svcs/Transportation | <input type="checkbox"/> (13) Retail/Whls: Stores & Warehsing |
| <input type="checkbox"/> (02) Logging/Forestry | <input type="checkbox"/> (06) Electronics/Utilities/Vending Mch | <input type="checkbox"/> (10) Mfg - Chem/Textiles/Paper | <input type="checkbox"/> (14) Food Svcs/Chore/Asst Lvg/Janitor |
| <input type="checkbox"/> (03) Construction/Engrg/Property Mgmt | <input type="checkbox"/> (07) Wood Prod/Stone/Glass & Mining | <input type="checkbox"/> (11) Mfg - Food/Ice/Beverages | <input type="checkbox"/> (15) Media/Entertainment/Lodging |
| <input type="checkbox"/> (04) Temp Help Co/Employee Leasing | <input type="checkbox"/> (08) Mfg - Metal/Mach Shops/Millwright | <input type="checkbox"/> (12) Agriculture/Farming | <input type="checkbox"/> (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.)

Example: Office Staff - reception, accounting, data entry

	3-Month Estimate	
	Number of Workers	Workers' Hours (Include Minors)
<u>Example: Office Staff - reception, accounting, data entry</u>	<u>2</u>	<u>960</u>
<u>➤</u>		
<u>➤</u>		
<u>➤</u>		

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



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 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.

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 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	\$40
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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
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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 must submit a copy of their 501(c) 3 tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

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 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 \$88

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 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.

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 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 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 \$28

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 Poulsbo

General Business \$65

Nonprofit Business No fee

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

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 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.

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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

Note: Nonprofit businesses are exempt.

City of Sumner

General Business \$40
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 Tumwater

General Business \$50

Includes canvassers, peddlers, solicitors and mobileunits as well as other commercial businesses.

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. 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 Washougal

General Business \$25

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
Bellingham	(360) 778-8025	Maple Valley.....	(425) 413-8800
Blaine.....	(360) 332-8311	Marysville	(360) 363-8202
Bonney Lake.....	(253) 862-8602	Millwood.....	(509) 924-0960
Bridgeport	(509) 686-4041	Milton.....	(253) 922-8733
Buckley	(360) 829-1921	Monroe	(360) 794-7400
Carbonado	(360) 829-0125	Mount Vernon	(360) 336-6202
Carnation	(425) 333-4192	Newcastle	(425) 649-4444
Clyde Hill	(425) 453-7800	North Bend	(425) 831-6200
College Place	(509) 525-0510	Olympia	(360) 753-8327
Connell	(509) 234-2701	Port Orchard.....	(360) 876-7020
Covington	(253) 638-1110	Port Townsend	(360) 379-4412
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
Eatonville	(360) 832-3361	Richland.....	(509) 942-1104
Edgewood.....	(253) 952-3299	Rockford	(509) 291-4716
Enumclaw	(360) 825-3593	Ruston.....	(253) 759-3544
Ephrata.....	(509) 754-4601	Sammamish.....	(425) 295-0500
Fife.....	(253) 896-8615	Sedro Woolley	(360) 855-0929
Fircrest.....	(253) 564-8901	Sequim	(360) 683-4908
Gig Harbor	(253) 851-8136	Shoreline	(206) 801-2230
Gold Bar	(360) 793-1101	Skykomish	(360) 677-2388
Granite Falls	(360) 691-6441	Spokane.....	(509) 625-6070
Ilwaco	(360) 642-3145	Spokane Valley	(509) 921-1000
Issaquah	(425) 837-3100	Stanwood.....	(360) 629-2181
Kelso	(360) 423-0900	Sultan	(360) 793-2231
Kenmore	(425) 398-8900	Sumner	(253) 863-8300
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
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.