



UBI
Owner name

Vehicle Transport/Disposal Branch Site Addendum
 (To register a branch site of a **Registered Tow Truck Operator** or **Motor Vehicle Wrecker**)

Instructions for Completing This Form

- This form is only for businesses that are already licensed or have applied for a principal business location and are now registering an additional (branch) site related to that principal location.
- This addendum must accompany a Business License Application.
- Please print or type, using dark ink.
- For licensing and regulatory questions, call (360) 664-6466.

Registered tow truck operator branch site

1. Write "Tow Truck Branch Site" in Section 2 on the front page of the Business License Application form (there is no fee for this license).
2. Complete Section A on this form, identifying the principal business location to which the branch site relates **and** enter the physical address of the branch. This section must be completed before you contact local approving authorities.
3. Have the local zoning office and the Washington State Patrol complete their portions of Section B of this form.
4. Attach this form to the Business License Application and submit with the Business License Application fee.

Motor vehicle wrecker branch site

1. Write "Motor Vehicle Wrecker Branch Site" in Section 2 on the front page of the Business License Application form (there is no fee for this license).
2. Complete Section A on this form, identifying the principal business location to which the branch site relates **and** enter the physical address of the branch site. This section must be completed before you contact local approving authorities.
3. Complete Section C on this form, listing vehicles you will use at this site which are in addition to any wrecker vehicles you have already registered. Each vehicle listed will be issued a set of wrecker license plates. The fee for license plates is \$3 each.
4. Calculate the total amount due for wrecker license plates and write "Wrecker Plates" and the amount due, in section 2 , on the front page of the Business License Application.
5. Complete and attach the State Environmental Policy Act (SEPA) checklist for review by the local zoning office.
6. Have the local zoning office and the appropriate law enforcement official complete their portions of Section D of this addendum.
7. Attach this form and the SEPA checklist to the Business License Application and submit with the appropriate fees.

A Principal and branch location identification (All applicants)			
1	Principal location: Enter the information for the existing principal location to which the new branch site is connected. The UBI number is a 9-digit number found on the Business License. The Business ID is 3-digit number that immediately follows the UBI number; the Location ID is 4-digit number that follows the Business ID.		
Firm name	Unified Business Identifier (UBI)	Business ID	Location ID
Physical location address <i>Street or route (no PO Box)</i>			
City	County	State WA	Zip code
2	Branch site: Enter the physical address of the new branch site you wish to register on this application.		
Physical location address <i>Street or route (no PO Box)</i>			
City	County	State WA	Zip code

B Registered tow truck operator branch site approvals

The approvals certified in this section are for the branch business site identified in Section A on the front of this form.

Note: Your signature on the Business License Application certifies that this branch site has the same business name as the principal location, and is covered by the principal location bond and insurance.

You must obtain signatures from the Local Zoning Official and a Washington State Patrol Inspection Officer.

Local Zoning & Land Use Approval

I HEREBY CERTIFY that this Registered Tow Truck Operator branch secure storage site is in compliance with all applicable land use ordinances.

Signature of Local Zoning Official X	Title of Zoning Official	Date Signed
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Washington State Patrol Inspection Approval

I HEREBY CERTIFY that this Registered Tow Truck Operator branch secure storage meets all requirements of RCW 46.55 and WAC 308-61, and that I assume responsibility for enforcement of the applicable laws.

Signature of Inspecting Officer X	Title of Inspecting Officer	Date Signed
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C Motor vehicle wrecker branch site description of vehicles used at the site

Make	Model	Year	Vehicle ID number (VIN)

D Motor vehicle wrecker branch site local approvals

The approvals certified in this section are for the branch business site identified in Section A on the front of this form.

You must obtain a signature from the Local Zoning Official. You must also obtain a signature from the Chief of Police (if the business is located within the city limits of a city with a population over 5,000) OR the Washington State Patrol (if the business is located outside city limits, or within a city with a population of less than 5,000)

Local Zoning & Land Use Approval

I certify that I have reviewed the attached State Environmental Policy Act (SEPA) checklist for this Motor Vehicle Wrecker Branch Site, and the environmental impact from this proposal appears insignificant to RCW 43.21C and WAC 197-11-305.

Signature of Local Zoning Official X	Title of Zoning Official	Date Signed
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Inspecting Officer Approval

I certify that the applicant has a Motor Vehicle Wrecker Branch Site at this address, as defined by RCW 46.80.101: each vehicle equipped for lifting or transporting vehicles or hulks operated by the applicant on highways of this state permanently displays, with letters and numerals at least three inches high, the business name, complete address of the place of business, and current business telephone number; and that I assume responsibility for enforcement of the applicable laws.

Application requires approval of the Chief of Police if the business address is within the city limits of a city of over 5,000 population. Otherwise, approval of the Washington State Patrol is required.

Signature of Inspecting Officer X	Title of Inspecting Officer	Date Signed
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