



State of Washington
 Business Licensing Service
 PO Box 9034
 Olympia, WA 98507-9034
 1-800-451-7985

UBI
Owner name

Scrap Metal Addendum

(To apply for an endorsement as a **Scrap Metal Processor**, **Scrap Metal Recycler**, and/or **Scrap Metal Supplier**)
 This addendum form may only be submitted as an attachment to the Business License Application.

A Licenses and Vehicle Plates Requested (Select all that apply to your business.)		
<input type="checkbox"/> Scrap Metal Processor (248) Fee: \$1,250.00	<input type="checkbox"/> Scrap Metal Recycler (252) Fee: \$1,250.00	<input type="checkbox"/> Scrap Metal Supplier (255) Fee: \$350.00
No. of sets of Processor vehicle plates: _____ No. of sets of Recycler vehicle plates: _____ No. of sets of Supplier vehicle plates: _____		
Be sure to submit the appropriate fees for the number of sets of plates requested: \$5.00 for the first set of plates of each type, and \$2.00 for each additional set of plates of the same type		

B Business Site Identification (Certification in section D applies to the following business location)			
Business Firm Name		Business Telephone Number () - () - ()	
Business physical location address <i>Street or rural route</i> <i>Do not use PO box number</i>			
City	County	State	Zip Code

C Additional Information and Documentation (See instruction sheet for explanations)
All applicants must attach the following <i>completed</i> documents to this application:
<input type="checkbox"/> Personal/Criminal History Statement(s)
In addition to the above, Scrap Metal Processor and Scrap Metal Recycler applicants must also provide:
<input type="checkbox"/> Surety Bond(s)

D Local Authority - Certificate of Approval (All applicants)										
<p>Before submitting your Business License Application, you must arrange for the appropriate authority to review and approve your application, and sign this form. The approving authority may require an onsite inspection before signing.</p> <p>For businesses located inside an incorporated city or town the approving authority must be the local chief executive officer or chief of police, or their designee. For businesses located in an unincorporated area the approving authority must be the county legislative authority, county sheriff, or their designee. To see a list of approving authorities by location, go to dol.wa.gov/business/scrapmetal/approvallist.html.</p> <p>Inspecting Official: Check either "yes" or "no" for <i>each</i> option, then sign.</p> <p>1. Applicant is applying as a Scrap Metal Supplier..... <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Applicant is applying as a Scrap Metal Processor..... <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Applicant is applying as a Scrap Metal Recycler..... <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>My signature below certifies the following: The applicant's scrap metal business is located at the address listed in Section B. The business is not prohibited from operating at that location by any known local environmental, building code, zoning, or other land use regulation violations.</p> <p>Comments: _____</p>										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-bottom: 1px solid black;">Signature(s) of Local Authority</td> <td style="width: 25%; border-bottom: 1px solid black;">Print Name</td> <td style="width: 25%; border-bottom: 1px solid black;">Title of Local Authority</td> <td style="width: 25%; border-bottom: 1px solid black;">Phone Number</td> <td style="width: 25%; border-bottom: 1px solid black;">Date Signed</td> </tr> <tr> <td style="height: 40px;"> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	Signature(s) of Local Authority	Print Name	Title of Local Authority	Phone Number	Date Signed					
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Instructions for completing the Scrap Metal Addendum

to obtain a license as a
Scrap Metal Processor, Scrap Metal Recycler, and/or Scrap Metal Supplier

Application Procedure

1. Review the *Endorsement and Fee Description Sheets* for general business registrations and vehicle-related businesses.
2. Select those licenses that apply to your business activities at this location. You may apply for all licenses and related license plates necessary for all vehicle business activities occurring at the same location with a single application, but **each different business location requires a separate application**.
3. Write the names and fees for each license you require in Section 2 on page one of the *Business License Application*.
4. Complete the *Scrap Metal License Addendum* (as indicated below).
5. Submit the completed *Business License Application*, *Scrap Metal Addendum*, other documentation as described in these instructions, and fee payment to:

**State of Washington
Business Licensing Service
PO Box 9034
Olympia Washington 98507-9034**

For more information, contact:

Phone: (360) 705-6744
FAX: (360) 705-6699
TTY: (360) 705-6718

Instructions

Below are instructions for completing each section of the *Scrap Metal Addendum* form. If you have questions about completing the form, contact the Business Licensing Service at (360) 705-6744. If you have questions about any of the licensing requirements please contact the Vehicle Services' Dealers Division at (360) 664-6466.

Section A: Endorsements Requested (All applicants)

Mark which endorsement(s) you are requesting. Indicate the number of plates you need for the vehicles you will use in your scrap metal business, and calculate the plate fees due per the instructions on the form. Write the license name, the types and number of plates, and the fee amounts in Section 2 of the *Business License Application*.

Section B: Business Site Identification (All applicants)

This section identifies to the officials who will sign the certification in Section D that the business *firm* name and *physical* location address are the same as you entered in Section **3b** of the *Business License Application*. Section B of the addendum form must be completed before you submit the form to local officials for their certification.

Section C: Additional Information and Documentation

You must submit the following additional information or documents with the *Scrap Metal Addendum* and *Business License Application*:

All Applicants:

- A Personal Criminal History Statement for each principal of the company - form provided.

Processor and Recycler applicants only must also submit:

- A surety bond(s) - bond blank(s) provided; (see explanation below)

Surety Bonds:

A surety bond in the amount of **\$10,000** must be submitted for **each** Scrap Metal Processor or Recycler license requested **at each physical location** at which business will be conducted. Scrap metal suppliers are not required to submit a surety bond.

If you will be conducting business at more than one physical location, each location must be licensed separately (a separate application and surety bond must be filed for each location).

Section D: Local Authority - Certificate of Approval (All applicants)

You must arrange with the appropriate official or law enforcement office for an inspection of your business site, and review of your application, and have the inspecting official sign the certification in Section D of the addendum.

Note: If your business location is within the borders of an incorporated city or town, Section D must be signed by the local chief executive officer of that jurisdiction, or their designee. If your business is located in an unincorporated area, the section must be signed by the legislative authority for that county, the county sheriff, or their designee.

Make sure that either the “yes” or “no” checkbox is marked on each line of this section, as it reflects the types of licenses that are being requested and certified in this section.

Application Signatures:

You do **not** need to sign the addendum form itself. However, you must sign the last page of the *Business License Application* form. You must provide the appropriate, required signature as described below:

- **Sole Proprietors:** the individual as a sole proprietor.
- **Partnerships:** one partner of a general or limited liability partnership.
- **Corporations:** one corporate officer.
- **Limited Liability Companies:** one member of the limited liability company.

Failing to sign the *Business License Application* will delay issuing your licenses. Signatures on the *Business License Application* certify all the information being submitted both on it and any attachments, and signify agreement to any applicable licensing requirements.