



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

## City of Fife

### Requirements and Fee Calculation Instructions

*Use these instructions to complete the City Addendum and apply for a City of Fife business license.*

Applications will be reviewed for approval by City of Fife.

***For faster service - Apply online***

#### Section A:

All applicants must complete Section A.

*Nonprofit businesses, other than religious organizations, must provide a copy of the confirmation from the Internal Revenue Service of tax exemption under IRS Code 501(c)(3) to qualify for a nonprofit license from the City of Fife.*

#### Section B:

If your business is physically located inside Fife city limits, complete Section B.

*If you do not have a physical location inside Fife city limits, but you will travel into Fife to conduct business, complete Sections A and C.*

Calculate the fees for question 1 using the following information.

#### General Businesses

License fee is determined by:

- Number of employees **OR**
- Number of rental units

Employee Count Determination:

- If you have reported employment to the State Employment Security Department, use the employee count from your most recent Unemployment Compensation Quarterly Report. A copy of the report may be required by the City of Fife for verification.
- If you have not reported employment, estimate the maximum number of employees to be employed at any one time at this location during the next 12 months. Convert part time personnel to full-time equivalents by adding total weekly hours worked; divide by 40, round up fractions.

*The owner(s) will be included when determining the number of employees.*

EMPLOYEE FEE CALCULATION	
Total Number of Employees	License Fee
0 through 2	\$50.00
3 through 5	\$100.00
6 through 12	\$200.00
13 through 25	\$300.00
26 through 50	\$500.00
51+	\$750.00

**Rental Unit Determination:**

- Landlords that offer four or more residential rental units in the city limits are considered rental property businesses, regardless if vacant. The number of rental units is counted city-wide. Qualified rental units include:
  - Apartments
  - Houses
  - Mobile homes

Examples of rentals that do NOT qualify are:

- Hotels/Motels
- Short term rentals
- Storage units

*Note: When a landlord registers for a business license only the rental business office location is required to be licensed.*

RENTAL FEE CALCULATION	
Total Number of Rental Units	License Fee
0 through 3	Refer to employee table on page 1
4 +	\$50.00

**Nonprofit Businesses**

License Fee: There are NO fees for nonprofit businesses. Enter the total number of employees in the appropriate space, but enter \$0.00 in all fee boxes.

**Section C:**

If you do not have a physical location inside Fife city limits, but you will travel into Fife to conduct business, complete Section C.

*If your business is physically located inside Fife city limits, complete Sections A and B.*

**General Businesses**

License Fee: \$50.00

**Nonprofit Businesses**

License Fee: There are NO fees for nonprofit businesses. Enter the total number of employees in the appropriate space, but enter \$0.00 in all fee boxes.

**Additional Licenses:**

The following licenses must be obtained from the City of Fife; 5411 23<sup>rd</sup> Street E, Fife, WA 98424, or call 253-922-2489.

- Individual Solicitor, Peddler, Itinerant Merchant or Vendor
- Cabaret
- Pawnbrokers, Secondhand dealers
- Amusement Devices (except in licensed liquor establishments licensed by the state LCB)
- Refuse and Recycle Collectors