



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

# City of Vancouver

## Requirements and Fee Calculation Instructions

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

Applications will be reviewed for approval by City of Vancouver.

***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 Vancouver.*

### Section B:

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

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

Calculate the fees for question 1 using the following information.

#### General Businesses

License Fee: \$125.00

Employee Fee: \$80.00 per full-time equivalent (FTE) employee

*The minimum number of FTEs is one. The maximum employee fee is \$32,000.00 (400 FTEs)*

Employee definition:

- Any person who is on the business' payroll; including all full-time, part-time, and temporary employees or workers; and
- Self-employed persons, sole proprietors, owners, managers, and partners; and
- Any other person who performs work, services, or labor at the business, except an independent contractor with a separate City business license; or
- An employee of a temporary employment agency provided that such employment agency has a separate City business license in the city.

Method for calculating FTEs: Total hours worked in the year, divided by 2,080 hours, equals number of FTEs.

*A fraction of less than 0.5 shall be rounded down, and a fraction of 0.5 or over shall be rounded up.*

**New businesses:** Estimate the number of employees to be working in the City limits in the upcoming year or estimate the number of hours that they will work in the City limits in the upcoming year—including paid time off—then divide by 2,080 hours (standard number of work hours in one year). This should include hours to be worked by individuals on the payroll plus hours to be worked by owners, sole proprietors, managers, and partners.

**Existing businesses:** This number is based on the number of worker hours reported to the Washington State Department of Labor and Industries (L & I) in the previous four quarters plus the hours worked by any owners, sole proprietors, managers, and partners whose hours were not reported to L & I. This number is derived from the employees that worked in the City limits in the previous year or the total hours worked in the City limits in the previous year—including paid time off—divided by 2,080 hours (standard number of work hours in one year).

**Examples:**  $\frac{12,600 \text{ hours worked}}{2,080 \text{ hours}} = 6.1 \rightarrow 6 \text{ FTEs}$        $\frac{26,200 \text{ hours worked}}{2,080 \text{ hours}} = 12.6 \rightarrow 13 \text{ FTEs}$

### **Exempt Businesses**

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

To qualify as an exempt business, you must meet one or more of the following exemption criteria listed below:

- Business generates (or is estimated to generate, for a new business) less than \$12,000 of average annual gross receipts\* from engaging in business in Vancouver.  
\*Average annual gross receipts are equal to prior year's gross receipts or the average of gross receipts for the last 3 years, whichever is higher.
- Business is engaged in activities that are exempt from business licensing due to preemption by state or federal law.
- Business is Medicaid-funded nursing home licensed under RCW 18.51 or boarding home licensed under RCW 18.20 which provides care under contract with the Washington State Department of Social & Health Services to persons who are Medicaid recipients.
- Business is engaged in casual or isolated sales – i.e., a sale made by a person not engaged in the business of selling the type of property involved.

### **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 Vancouver city limits, but you will travel into Vancouver to conduct business, complete Section C.

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

### **General Businesses**

License Fee: \$125.00

Employee Fee: Use the employee definition and fee calculation provided in Section B of these instructions to calculate the fees. Count only the FTEs that work in the City of Vancouver.

### **Exempt Businesses**

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

### **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.

### **Home Occupations:**

A business that is operated from a residence may also require a Home Occupation Permit from the City of Vancouver. Information about Home Occupation Permits and related standards for operating a business from a residence are available by contacting the City of Vancouver Community & Economic Development (CED) Department at (360) 487-7800.

### **Additional Licenses:**

The following licenses must be obtained from the City of Vancouver. Contact the city business license section at [business.licenses@cityofvancouver.us](mailto:business.licenses@cityofvancouver.us), or call 360-487-8410 ext. 3.

- Billboard (Outdoor Advertising)
- Bill Posting & Handbills Distribution
- Bowling Alley
- Cinemas (Motion Picture Shows/Theaters)
- Dances - Cabaret/Tavern
- Dances - Public Dance Hall
- Dances - Public Dance Hall, Single Event
- Food Vendor
- Junk Dealer
- Panorama - Premises License
- Panorama - Devise License
- Pawnbroker
- Secondhand Dealer

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