



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

City of Spokane

Requirements and Fee Calculation Instructions

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

Applications will be reviewed for approval by City of Spokane.

For faster service - Apply online

Section A:

All applicants must complete Section A.

Nonprofit businesses, other than religious organizations, must have a valid nonprofit corporation registered with the Washington Secretary of State, and must provide a copy of the confirmation from the Internal Revenue Service of tax exemption under IRS Code 501(c)(3), (4), or (5) to qualify for a nonprofit license from the City of Spokane.

Section B:

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

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

Calculate the fees for question 1 using the following information.

General Businesses

License Fee: \$117.00

Employee Fee: Refer to table below

Employee definition: All owners, partners, corporate officers, agents, dealers, LLC member and managers, business trustees, and any person employed by or at any business within the city and/or persons who perform any part of their duties within the City of Spokane.

Part-time and temporary persons are also counted as employees. Sole proprietor owners and their spouses are NOT considered employees and should NOT be counted.

EMPLOYEE FEE CALCULATION	
The per person fee is based on the total number of employee(s) working.	
Total Number of Employees	Fee Per Person
1 through 5	\$10.00 EACH
6 through 10	\$15.00 EACH
11 or more	\$20.00 EACH

Spokane Municipal Code Chapter 8.01, Business Registration

Nonprofit Businesses

License Fee: \$58.50

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

Section C:

If you do not have a physical location inside Spokane city limits, but you will travel into Spokane to conduct business, complete Section C. Also, use Section C to request a license for other cities to which you will travel to do business, but are not physically located there.

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

General Businesses

License Fee: Determined by gross income and number of employees (FTEs) who work within city limits of Spokane.

GENERAL BUSINESS NON-RESIDENT FEE CALCULATION	
Reported Gross Annual Income	License Fee
\$0 through \$2,000	No fee
Above \$2,000	\$117 + Employee fee (see table in section B)

Nonprofit Businesses

License Fee: \$58.50

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

Additional Information:

If you checked any of the boxes in question 4 or 10, in Section B of the addendum, please call the Spokane Fire Department at (509) 625-7041 to schedule a safety evaluation. Please be aware that the safety evaluation may discover related activities that could require additional Building or Fire Department permits and fees. The City of Spokane is available to help your business succeed and reduce your risk of a fire while avoiding citations, fines and possible business closure for non-compliance with Spokane’s Municipal Codes. Thank you for helping make Spokane a safer place to live and work!

A Few Basic Fire Safety Requirements for New Businesses:

- Provide address numbers/letters that are readily visible from the street. For each building the address must be posted with numbers/letters at least 4” in height placed on a contrasting background (IFC 505). Office tenant spaces require identification also.
- Keep combustible storage to a minimum and away from electrical panels and any heat producing devices. Combustible storage shall not be stored in exits, exit enclosures, boiler rooms, mechanical rooms or electrical rooms (IFC 304, 305, 315).
- Storage shall not encroach within 2’ of the ceiling in non-fire-sprinklered areas of buildings and a minimum of 18” below sprinkler deflectors in fire-sprinklered areas of buildings (IFC 315.3.1).
- Extension cords shall be maintained in good condition and shall not be used in place of permanent wiring or extend through ceilings, doorways, walls, floors, etc. (IFC 605.5)

Other Business Activities:

You must contact the City of Spokane Department of Taxes & Licenses at (509) 625-6070 directly for additional licensing, fees or taxes if your business involves any of the following activities:

- Entertainment, concerts or carnivals
- Collection of admission
- Amusement games
- Gambling
- For Hire Vehicles or For Hire Vehicle Operator
- Utility business, occupation or activity