



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

City of Milton

Requirements and Fee Calculation Instructions

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

Applications will be reviewed for approval by City of Milton.

For faster service - [Apply online](#)

Section A:

All applicants must complete Section A.

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

Section B:

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

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

Calculate the fees for question 1 using the following information.

General Businesses

License fee: Determined by number of employees who work within the city limits of Milton.

New businesses must estimate the first year's employee hours.

EMPLOYEE FEE CALCULATION	
Total Number of Employees	License Fee
0 through 2	\$88
3 through 5	\$121
6 through 12	\$187
13 through 25	\$385
26 through 50	\$715
51+	\$1045

Nonprofit Businesses

License Fee: There are no Milton city fees for nonprofit businesses. Enter the total number of employees in the appropriate space, but enter \$0 in all fee boxes.

Section C:

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

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

General Businesses

License fee: Determined by number of employees who work within the city limits of Milton.

New businesses must estimate the first year's employee hours.

Employee Fee: Use fee calculation provided in Section B of these instructions to calculate the fees.

Use only the hours for employees while working within the City of Milton.

Nonprofit Businesses

License Fee: There are no Milton city fees for nonprofit businesses. Enter the total number of employees in the appropriate space, but enter \$0 in all fee boxes.

Home Occupation Licenses:

Home Occupation licenses must be obtained from the city. For businesses operating out of a residence who have customers coming to their business, a Home Occupation Permit is required (MMC 17.08.380) in addition to the Business License. Apply for a Home Occupation Permit by reviewing the [Home Occupation Regulations](#) and completing an [application](#). Return the completed application to the city Public Works Office along with a \$129 permit fee.

City of Milton Public Works
1000 Laurel Street
Milton, WA 98354
(253) 517-2703

Do not return your home occupation application with your Business License Application

If your business operates out of a residence, but no customers come to your business, a permit is not required. The business is still required to conform to the requirements for a Home Occupation and complete the [Exemption Form](#). Return the completed form to the City of Milton Public Works Office.