



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

City of East Wenatchee

Requirements and Fee Calculation Instructions

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

Applications will be reviewed for approval by City of East Wenatchee.

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 East Wenatchee.

Section B:

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

If you do not have a physical location inside East Wenatchee city limits, but transact business with East Wenatchee, complete Sections A and C.

Calculate the fees for question 1 using the following information.

General Businesses

License fee: Determined by number of employees (FTEs) who work within the city limits of East Wenatchee

Method for calculating FTEs: Total hours worked in the year by all employees, both full and part time, divided by 1,920 hours, equals number of FTEs. New businesses must estimate the first year's employee hours.

EMPLOYEE FEE CALCULATION	
Total Number of Employees	License Fee
0 through 2	\$50.00
3 through 5	\$70.00
6 through 12	\$110.00
13 through 25	\$155.00
26 through 50	\$260.00
51+	\$400.00

Nonprofit Businesses

License Fee: There are NO East Wenatchee city 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 East Wenatchee city limits, but transact business within East Wenatchee, complete Section C.

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

General Businesses

License fee: Determined by number of employees.

Employee Fee: Use the employee definition and 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 East Wenatchee.

Nonprofit Businesses

License Fee: There are NO East Wenatchee city 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 East Wenatchee; 271 9th St. NE East Wenatchee, WA 98802, or call (509) 884-9515.