



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

EMPLOYEE FEE CALCULATION	
Total Number of Employees	License Fee
0 through 2	\$52.00
3 through 5	\$72.00
6 through 12	\$114.00
13 through 25	\$160.00
26 through 50	\$268.00
51+	\$412.00

Method for calculating FTEs: Add all employees (part time and full time) and that equals the number of FTEs. This includes self-employed persons, sole proprietors, owners, managers, and partners. New businesses must estimate the number of employees.

#### 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.