



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

## City of Sunnyside

### Requirements and Fee Calculation Instructions

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

Applications will be reviewed for approval by City of Sunnyside.

[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 Sunnyside.*

#### Section B:

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

*If you do not have a physical location inside Sunnyside city limits, but transact business with Sunnyside, 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 Sunnyside.

Method for calculating FTEs: Total hours worked in the year by all employees, both full and part time, divided by 2,080 hours, equals number of FTEs. This includes self-employed persons, sole proprietors, owners, managers, and partners. New businesses must estimate the first year's employee hours.

EMPLOYEE FEE CALCULATION	
Total Number of Employees	License Fee
1 through 5	\$80.00
6 through 15	\$150.00
16 through 50	\$225.00
51 through 100	\$425.00
101+	\$525.00

#### Nonprofit Businesses

License Fee: There are no Sunnyside 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 Sunnyside city limits, but transact business within Sunnyside, 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 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 Sunnyside.

**Nonprofit Businesses**

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

**Additional information:**

For more information, contact:

City of Sunnyside;

818 E. Edison Ave.

Sunnyside, WA 98944

Ph: 509-836-6305