



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

City of Ellensburg

Requirements and Fee Calculation Instructions

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

Applications will be reviewed for approval by City of Ellensburg.

[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 Ellensburg.

Section B:

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

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

Method for calculating FTEs: Total hours worked in the year by all employees, both full and part time, divided by 1,600 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.

FULL-TIME EQUIVALENT (FTE) EMPLOYEE FEE CALCULATION	
Total Number of Employees	License Fee
1 through 5	\$30.00
6 through 12	\$65.00
13 through 25	\$120.00
26 through 50	\$150.00
51+	\$200.00

Nonprofit Businesses

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

Nonprofit Businesses

License Fee: There are no Ellensburg 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 Ellensburg;

501 North Anderson Street

Ellensburg, WA 98926

Ph: 509-925-8608