



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

City of Mukilteo

Requirements and Fee Calculation Instructions

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

Applications will be reviewed for approval by City of Mukilteo.

[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 Mukilteo.

Section B:

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

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

If No Employees, Base Fee = \$100

If 1-3 Employees, Base Fee = \$150

If 4 or more Employees, Base Fee = \$150 + \$60 per employee

Method for calculating FTEs: Add up all the hours worked in a year by all employees (both full time and part time), and divide by 2,080. Round fractions to the nearest whole number.

Small Businesses

License Fee: \$25 for businesses that make \$5,000 a year or under.

Estimate your gross annual income for this location for the coming 12 months.

Nonprofit Businesses

License Fee: There are no Mukilteo 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 Mukilteo city limits, but transact business within Mukilteo, 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 method for calculating employees provided in Section B of these instructions to calculate the fees. Use only the hours for employees while working within the City of Mukilteo.

Small Businesses

License Fee: \$25 for businesses that make \$5,000 a year or under.

Estimate your gross annual income for this location for the coming 12 months.

Nonprofit Businesses

License Fee: There are no Mukilteo 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 Mukilteo;

11930 Cyrus Way

Mukilteo, WA

Ph: 425-263-8035