



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

## City of Puyallup

### Requirements and Fee Calculation Instructions

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

Applications will be reviewed for approval by City of Puyallup.

[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 or 4) to qualify for a nonprofit license from the City of Puyallup.*

#### Section B:

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

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

| EMPLOYEE FEE CALCULATION  |             |
|---------------------------|-------------|
| Total Number of Employees | License Fee |
| 1 through 24              | \$75        |
| 25 through 99             | \$300       |
| 100 +                     | \$500       |

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.

#### Fee-Exempt Businesses

License Fee: There are no fees for fee-exempt business. Enter the total number of employees in the appropriate space, but enter \$0.00 in all fee boxes.

#### Nonprofit Businesses

License Fee: There are no Puyallup 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 Puyallup city limits, but transact business within Puyallup, 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 number of employees working within the City of Puyallup.

**Fee-Exempt Businesses**

License Fee: There are no fees for fee-exempt business. Enter the total number of employees in the appropriate space, but enter \$0.00 in all fee boxes.

**Nonprofit Businesses**

License Fee: There are no Puyallup 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 Puyallup

333 S Meridian

Puyallup, WA 98371

Ph: 253-841-4321