



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

City of Port Townsend

Requirements and Fee Calculation Instructions

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

Applications will be reviewed for approval by City of Port Townsend.

[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 Port Townsend.

Section B:

If your business is physically located inside Port Townsend, complete Section B.

If you do not have a physical location inside Port Townsend city limits, but transact business with Port Townsend, complete Sections A and C.

General Businesses

Fees are based on either the previous year's gross receipts (minus deductions allowed under the PTMC 5.04A.100) or on the business's estimated gross receipts for the license year earned within the city limits of Port Townsend.

GENERAL BUSINESS FEE CALCULATION	
Reported Gross Income	License Fee
\$0 through \$19,999	\$33
\$20,000 through \$99,999	\$78
\$100,000 or more	\$78

Fees include a one-time \$3 records retention fee.

Section C:

If you do not have a physical location inside Port Townsend city limits, but transact business within Port Townsend, 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

Use the method for calculating fees provided in Section B of these instructions.

Additional information:

For more information, contact:

City of Port Townsend

250 Madison Street

Port Townsend, WA 98368-5738

Phone: 360-385-2700

For assistance or to request this document in an alternate format, visit <http://business.wa.gov/BLS> or call 1-800-451-7985. Teletype (TTY) users may use the Washington Relay Service by calling 711