



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

City Business License Addendum Instructions

For faster service - Apply online

Instructions:

1. You must contact any cities not listed below for licensing requirements as they are not part of the combined licensing at this time.
2. All applicants must complete Section A.
3. Complete Section B of the addendum to apply for a city license where your business is physically located inside city limits (resident).
4. Complete Section C of the addendum to apply for licenses with other cities that you will travel into to conduct business (non-resident).
5. In Section 2 of the Business License Application, write the city name and fee for each city you indicated on Section B and Section C of the addendum.
6. Complete a separate Business License Application and City Addendum form for each **physical** business location.

Please Note:

- City licenses must be approved by the city before business may begin. City Land Use, Building and Fire codes and ordinances may be applicable. Contact each city directly for more information.
- Some cities only require licensing if physically located in city limits. This condition is noted on the list below.

Use the city names and fees below to complete Section B and Section C of the City Business License Addendum.

Anacortes \$30	Edgewood..... \$35
Bellevue..... \$87	Enumclaw \$50
Bellingham..... \$40	Ephrata \$80
Blaine..... \$75	Fife..... Variable Fees*
Bonney Lake..... \$60	Fircrest..... \$75
Bridgeport \$30	Gig Harbor \$30
Buckley \$75	Gold Bar \$40
Carbonado \$25	Granite Falls \$45
Carnation..... \$75	Ilwaco \$125
Clyde Hill \$25	Issaquah..... \$60
College Place (located inside city limits only)..... No Fee	Kenmore (located inside city limits only)..... \$10
Connell \$30	Kennewick Variable Fees*
Covington \$60	Lacey \$25
Deer Park \$30	Lake Stevens..... \$40
DuPont..... \$75	Leavenworth \$115
Duvall..... \$55	Liberty Lake..... \$26
Eatonville \$50	Long Beach \$125

Continued...

**See appropriate city "Requirements and Fee Calculations" document for more information.*

City Business License Addendum Instructions Continued

Longview	\$50	Sammamish.....	\$15
Maple Valley (located inside city limits only)	\$10	Sedro Woolley	\$35
Marysville	\$50	Selah	\$25
Millwood (located inside city limits only)	\$5	Sequim	\$53
Milton	\$88	Shoreline	\$40
Monroe (located inside city limits only)	\$50	Skykomish	\$50
Newcastle	\$31	Spokane	Variable Fees*
North Bend	\$35	Spokane Valley	\$13
Olympia	\$80	Stanwood.....	\$50
Port Orchard	\$35	Sultan	\$25
Port Townsend	\$28	Sumner	\$40
Poulsbo.....	\$65	Tumwater	\$50
Prosser	\$50	University Place	\$50
Pullman (located inside city limits only)	\$15	Vancouver.....	Variable Fees*
Richland.....	Separate Form**	Washougal.....	\$25
Rockford	\$15	West Richland	\$40
Ruston	\$40	Woodinville	\$39

**See appropriate city "Requirements and Fee Calculations" document for more information.*

***Use "City of Richland Business License Addendum" to apply for the City of Richland.*

If the city you are looking for is not listed, you must contact that particular city directly for licensing information.



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UBI
Owner name

City Business License Addendum

This form must be submitted with a completed Business License Application and required fees.

For faster service - Apply online

Online applications are typically processed within two business days. It may take up to 21 days if you file by mail.

Refer to the instructions and list of cities for this form on page 1 & 2.

A All city license applicants must complete this section.

- Are you registered with the Washington Secretary of State as a nonprofit corporation? Yes No
- Is your organization tax exempt under IRS code 501(c)(3),(4), or (5)? Yes No
If yes, attach a copy of your IRS tax exemption certificate.
- Are you a general or specialty construction contractor? Yes No

If yes, provide the Dept. of Labor & Industries registration number (if known): _____

- If you hold a WA State professional/occupational license, indicate the license type and number.

Type (<i>day care, cosmetology, real estate, etc.</i>)	Number (<i>if known</i>)
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- Do you provide utility service (telephone/cellular/ISP, cable, gas, electric, garbage)? Yes No

B Complete this section for a city license if your business is physically located inside city limits.

- From the city names and fees listed on page 1 of this form, indicate the city where your business is physically located and the associated fee amount:

City name	License fee amount \$
Number of employees (at this location)	Total employee fees (if applicable) \$
Number of rental units (for Fife only)	Total rental unit fees (for Fife only) \$

For variable fee cities, see appropriate city "Requirements and Fee Calculation" document for more information.

- First date of business in the city indicated: _____
- Have you held a business license in this city? Yes No Prior city license #(if known) _____
- Check any of the following that can be found at this business location:
 - Automatic smoke detection system or fire sprinkler system installed
 - Any compressed gases (oxygen, helium, acetylene, propane, nitrous oxide, etc.)
 - Discharges to the sewer from the business or business processes other than domestic sanitary discharges
 - Any flammable/hazardous/toxic materials (gasoline, oil, cleaning solvents, pesticides, etc.)
Average gallons or pounds kept on premises: _____
 - Floor drains other than in restroom/shower facilities
 - None of the above

B Section B continued

5. Is the physical address of the business in a residence?..... Yes No
 If yes, how many customers will be visiting the residence per week? _____
Some cities have special home occupation regulations, please contact the city for more information.

6. Square feet of floor space used by your business at this location: _____

7. Will you be making any exterior or interior modifications, including signs, to the proposed business location? Yes No

8. Give the name and phone number of two after-hours Emergency Contact persons for this business location:

Name	Phone number ()
Name	Phone number ()

9. Do you have emergency alarm monitoring service? Yes No
 If yes, provide the following information:

Monitoring Company	Company Contact	Contact phone number ()
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10. Mark any of the following activities that will be conducted at or from this business location:

- | | | |
|--|---|--|
| <input type="checkbox"/> Adult Entertainment | <input type="checkbox"/> Dispensing | <input type="checkbox"/> Repairing |
| <input type="checkbox"/> Ambulance Service/Dispatch | <input type="checkbox"/> Gambling | <input type="checkbox"/> Retail/Wholesale Sales |
| <input type="checkbox"/> Amusement Devices/Arcades | <input type="checkbox"/> Health Care/Medical | <input type="checkbox"/> Serve Liquor |
| <input type="checkbox"/> Buy/Sell Used Goods | <input type="checkbox"/> Manufacturing, Assembling, Producing,
Packaging | <input type="checkbox"/> Sexually Oriented Business |
| <input type="checkbox"/> Care Provider for Adults or Children | <input type="checkbox"/> Painting | <input type="checkbox"/> Storing/Warehousing |
| <input type="checkbox"/> Charging Admission | <input type="checkbox"/> Recycling | <input type="checkbox"/> Taxi or For Hire Service/
Dispatch |
| <input type="checkbox"/> Civic, Social, Religious Gathering
with food/drink consumption,
transportation, entertainment, etc. | | |

C Complete this section only for city licenses if there is no physical location inside the city limits.

1. From the cities and fees shown on page 1, list all the cities that you will travel into to conduct business.

City name	First date of business	Previous city license number (if known)	Number of employees	Employee fees (variable fee cities only)	City license fee	Total fee amount
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
Total amount due for non-resident cities						\$