



**Master License Service**  
 Department of Licensing  
 PO Box 9034  
 Olympia WA 98507-9034  
 Telephone (360) 664-1400

UBI
Owner name

### City Business License Addendum

**SIDE A:** For a business location inside city limits

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

**Instructions:**

1. Complete Side A of this form to apply with a city where your business is physically located inside city limits.
2. Complete Side B of this form to apply with other cities to which you will travel to conduct business.
3. In Section 2 of the Master Business Application, write the city name and fee for the city you select below.
4. Complete a separate Master Business 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.
- You must apply for business licensure directly with cities not listed on this form. Contact the Master License Service regarding City of Richland.

<b>A Complete this section for a city license if your business is physically located inside city limits.</b>	
1. Please indicate the city in which your business is physically located (select only one):	
<input type="checkbox"/> Anacortes ..... \$30	<input type="checkbox"/> Gig Harbor .....\$20
<input type="checkbox"/> Bellevue ..... \$30	<input type="checkbox"/> Issaquah .....\$60
<input type="checkbox"/> Bonney Lake ..... \$60	<input type="checkbox"/> Lake Stevens .....\$40
<input type="checkbox"/> Covington ..... \$39	<input type="checkbox"/> Liberty Lake .....\$26
<input type="checkbox"/> Duvall ..... \$55	<input type="checkbox"/> Long Beach .....\$125
<input type="checkbox"/> Marysville .....\$50	<input type="checkbox"/> Spokane Valley . \$13
<input type="checkbox"/> Monroe .....\$50	<input type="checkbox"/> Stanwood ..... \$35
<input type="checkbox"/> Prosser .....\$50	<input type="checkbox"/> Sultan ..... \$75
<input type="checkbox"/> Sammamish .....\$15	<input type="checkbox"/> Sumner ..... \$40
<input type="checkbox"/> Skykomish .....\$50	<input type="checkbox"/> Tumwater ..... \$50
2. First date of business in the city selected: _____	
3. Have you ever held a business license in the city you selected above? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, note the city license number of your previous business (if known): _____	
4. Will you use or store any hazardous or flammable materials at this location? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Are you conducting the business from your residence? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Some cities have special home occupation regulations, please contact the city for more information.</i>	
6. Square feet of floor space utilized by your business at this location: _____	
7. Give the name and phone number of two after-hours Emergency Contact persons for this business location:	
Name	Phone number (     )
Name	Phone number (     )
8. Are you applying as a nonprofit organization? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, attach a copy of your IRS nonprofit certificate issued under section 501(c) of the IRS code.	
9. Are you a general or specialty construction contractor? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, provide the Dept. of Labor & Industries registration number (if known): _____	
10. Mark any of the following activities that will be conducted at or from this business location:	
<input type="checkbox"/> Sexually Oriented Business	<input type="checkbox"/> Charging Admission
<input type="checkbox"/> Adult Entertainment	<input type="checkbox"/> Taxi or For Hire Service / Dispatch
<input type="checkbox"/> Gambling	<input type="checkbox"/> Utility (telephone/cellular/ISP, cable, gas, electric, garbage)
<input type="checkbox"/> Amusement Devices / Arcades	<input type="checkbox"/> Ambulance Service / Dispatch