



**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. Complete Side A (page 3) of the addendum to apply for a city license where your business is physically located inside city limits (resident).
2. Complete Side B (page 4) of the addendum to apply for licenses with other cities to which you will travel to conduct business (non-resident).
3. In Section 2 of the Business License Application, write the city name and fee for each city you indicated on Side A and Side B of the addendum.
4. 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.
- You must apply for business licensure directly with cities not listed on this form. Contact the Business Licensing Service regarding City of Richland business information.
- Businesses located **outside** the Cities of Bonney Lake, Maple Valley, Millwood, Monroe and Pullman are not required to be licensed by the city.

Use the city names and fees below to complete Side A and Side B of the  
 City Business License Addendum on page 3 and 4 of this form.

Anacortes .....	\$30	Maple Valley (located inside city limits only).....	\$10
Bellevue .....	\$86	Marysville .....	\$50
Bellingham.....	\$40	Millwood (located inside city limits only) .....	\$5
Blaine.....	\$75	Milton .....	\$88
Bonney Lake (located inside city limits only) .....	\$60	Monroe (located inside city limits only).....	\$50
Buckley .....	\$75	Newcastle .....	\$31
Carnation.....	\$75	Olympia .....	\$80
Clyde Hill .....	\$25	Port Orchard .....	\$35
College Place .....	No Fee	Port Townsend .....	\$28
Connell .....	\$30	Poulsbo.....	\$65
Covington .....	\$60	Prosser .....	\$50
Deer Park .....	\$30	Pullman (located inside city limits only).....	\$15
DuPont.....	\$75	Ruston.....	\$40
Duvall.....	\$55	Sammamish.....	\$15
Eatonville .....	\$50	Sedro Woolley .....	\$35
Edgewood.....	\$35	Selah .....	\$25
Enumclaw .....	\$50	Sequim .....	\$52
Ephrata.....	\$80	Shoreline .....	\$40
Fircrest.....	\$75	Skykomish .....	\$50
Gig Harbor .....	\$30	Spokane .....	See page 2
Gold Bar .....	\$40	Spokane Valley .....	\$13
Granite Falls .....	\$45	Stanwood.....	\$50
Ilwaco .....	\$125	Sultan .....	\$25
Issaquah.....	\$60	Sumner.....	\$40
Lake Stevens .....	\$40	Tumwater .....	\$50
Leavenworth.....	\$115	University Place.....	\$50
Liberty Lake .....	\$26	Washougal.....	\$25
Long Beach .....	\$125	West Richland .....	\$40
Longview .....	\$50		

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



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## City of Spokane Requirements and Fee Calculation

**City of Spokane Registration fee: \$110.00**

**City of Spokane Nonprofit Registration fee: \$55.00**

### Calculate Number of Employees:

All owners, partners, corporate officers, agents, dealers, LLC members and managers, business trustees, and any person employed by or at any business within the city and/or persons who perform any part of their duties within the City of Spokane.

- Part-time and temporary persons are also counted as employees.
- Businesses located outside of the city limits of Spokane should count only the employees who come into the city to do business.
- Sole proprietors and their spouses are not considered employees and should NOT be included in the employee count/fee.

### Determine Per Employee Fee:

EMPLOYEE FEE CALCULATION		
Per person fee is based on the total number of employee(s) working within the City of Spokane.		
Number of Employees	Fee Per Person - Profit	Fee Per Person - Nonprofit
1 through 5	\$10.00 EACH	N/A
6 through 10	\$15.00 EACH	N/A
11 or more	\$20.00 EACH	N/A

### Spokane Municipal Code Chapter 8.01, Business Registration

**Note:** You are not authorized to conduct business in Spokane until all local Code requirements are met.

If you have checked any of the boxes in lines 5 or 11 on page 3 of this form, please call the Spokane Fire Department at (509) 625-7041 to schedule your safety evaluation. Please be aware that the safety evaluation may discover related activities that could require additional Building or Fire Department permits and fees. We are here to help your business succeed and reduce your risk of a fire while avoiding citations, fines & possible business closure for non-compliance with local Municipal Codes. Thank you for helping make Spokane a safer place to live and work!

### A Few Basic Fire Safety Requirements for New Businesses

- Provide address numbers/letters that are readily visible from the street. For each building the address must be posted with numbers/letters at least 4" in height placed on a contrasting background (IFC 505). Office tenant spaces require identification also.
- Keep combustible storage to a minimum and away from electrical panels and any heat producing devices. Combustible storage shall not be stored in exits, exit enclosures, boiler rooms, mechanical rooms or electrical rooms (IFC 304, 305, 315).
- Storage shall not encroach within 2' of the ceiling in non-fire-sprinklered areas of buildings and a minimum of 18" below sprinkler deflectors in fire-sprinklered areas of buildings (IFC 315.3.1).
- Extension cords shall be maintained in good condition and shall not be used in place of permanent wiring or extend through ceilings, doorways, walls, floors, etc. (IFC 605.5)

### OTHER BUSINESS ACTIVITIES

You must contact the City of Spokane Department of Taxes & Licenses at (509) 625-6070 directly for additional licensing, fees or taxes if your business involves any of the following activities.

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Entertainment, concerts or carnivals</li> <li>• Collection of admission</li> <li>• Amusement games</li> </ul> | <ul style="list-style-type: none"> <li>• Gambling</li> <li>• For Hire Vehicle or For Hire Vehicle Operator</li> <li>• Utility business, occupation or activity</li> </ul> |
|--|---|



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UBI
Owner name

## City Business License Addendum

### Side A: For a business physically located inside city limits (resident)

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

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

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

1. 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	Fee amount \$
-----------	------------------

2. Total number of employees at this business location: \_\_\_\_\_
3. First date of business in the city indicated: \_\_\_\_\_
4. Have you held a business license in this city?  Yes  No Prior license #(if known) \_\_\_\_\_

5. 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 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: \_\_\_\_\_
  - None

6. Are you conducting the business from 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.*

7. Square feet of floor space utilized by your business at this location: \_\_\_\_\_

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. Are you applying as a nonprofit organization? .....  Yes  No  
 If yes, attach a copy of your IRS tax exemption certificate issued under section 501(c) of the IRS code.

10. Are you a general or specialty construction contractor? .....  Yes  No  
 If yes, provide the Dept. of Labor & Industries registration number (if known): \_\_\_\_\_

11. 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"/> Amusement Devices / Arcades  |
| <input type="checkbox"/> Adult Entertainment   | <input type="checkbox"/> Taxi or For Hire Service / Dispatch                             | <input type="checkbox"/> Ambulance Service / Dispatch |
| <input type="checkbox"/> Gambling  | <input type="checkbox"/> Health care/Medical   | <input type="checkbox"/> Painting                     |
| <input type="checkbox"/> Retail/Wholesale Sales  | <input type="checkbox"/> Storing/Warehousing   | <input type="checkbox"/> Repairing                    |
| <input type="checkbox"/> Dispensing  | <input type="checkbox"/> Utility (telephone/cellular/ISP, cable, gas, electric, garbage) |   |
| <input type="checkbox"/> Recycling   | <input type="checkbox"/> Manufacturing, assembling, producing, packaging                 |   |
| <input type="checkbox"/> Civic, social, religious gathering with food/drink consumption, transportation, entertainment, etc. | <input type="checkbox"/> Care Provider for adults or children                            |   |

### SPOKANE ONLY

Use the City Fee Calculation worksheet on Page 2 to indicate the total number of employees working at this business location

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
 # of employees Fee per employee Total employee fee amount



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## City Business License Addendum

### Side B: For a business physically located outside city limits (non-resident)

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

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

**B Complete this section 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 where you will travel into to conduct business. Businesses located outside the Cities of Bonney Lake, Maple Valley, Millwood, Monroe, and Pullman are not required to be licensed by the city. Do not include these cities in your list below.

City name	First date of business	Previous city license number (if known)	Fee amount
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
<b>Total amount due for non-resident cities</b>			\$

2. Are you applying for your business as a nonprofit organization? .....  Yes  No  
 If yes, attach a copy of your IRS tax exemption certificate issued under section 501(c) of the IRS code.
3. Are you a general or specialty construction contractor?.....  Yes  No  
 If yes, provide the Dept. of Labor & Industries registration number (if known):\_\_\_\_\_
4. Do you provide utility service (telephone/cellular/ISP, cable, gas, electric, garbage)? .....  Yes  No

### SPOKANE ONLY

Use the City Fee Calculation worksheet on Page 2 to indicate the total number of employees.

_____ X _____	=	_____
# of employees		Total employee fee amount

**Note:** In Section 2 of the Business License Application, write the city name and fees indicated above.