

Business Resource Guide

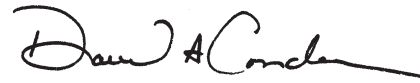
The City of Spokane is working to make it easier for new businesses to get off the ground and existing businesses to thrive.

One of my focuses is to help boost our economy and create jobs. The bulk of our business community is made up of small businesses started by residents. Those businesses are the heart of our local economy and we know you and other business owners are taking a risk, and we want to support you—the Business Help Center is part of that effort.

The Center will be staffed by City employees and various partner agencies, listed in this guide, who will be available to engage each business and supply them with information to be more successful.

A healthy Spokane needs healthy businesses and a robust economy. We are proud to serve as one of your business partners. Please let us know how we can be of assistance.

Warmly,



Mayor, City of Spokane



Question: *How Do I Get a Business License?*

A business license registers your business. All businesses are required to secure and maintain these licenses for the life of their operations.

Resources:

Federal Tax Identification	Internal Revenue Service	www.irs.gov
State Master Business License	State of Washington – Department of Revenue	www.dol.wa.gov
City Business License	Taxes & Licenses	509-625-6070 www.spokanecity.org/departments/finance/taxlicenses

Question: *What Permits Do I Need for My Building?*

Building permits are required for modifications made to commercial property, to operate a business out of a residential building, or when the commercial use of the building changes. Check with the departments for more information.

Resources:

Change of Use	Building Services	509-625-6300	www.buildingspokane.org
Building Permits	Building Services	509-625-6300	www.buildingspokane.org
Health Department Permits	County Health Department	509-324-1500	www.srhd.org
Zoning Determination	Planning Department	509-625-6300	www.spokaneplanning.org

Question: *How Do I Write a Business Plan?*

Many service providers are available to assist you in writing a business plan. Most seeking funding will be required to write such a plan.

Resources:

Expansion	Small Business Development Center (SBDC)	509-358-7890	www.wsdbc.org
Micro-Enterprise & Startup	SNAP Financial Access	509-456-7174	www.snapaccess.org
Technology	Innovate Washington	509-358-2000	www.sirti.org
Start-Up	SCORE	509-353-2821	info@score Spokane.org

Question: *How Do I Market My Business?*

Many service providers provide assistance in creating a business plan and marketing plan.

Resources:

Spokane Public Library	509.444.5312		www.spokanelibrary.org/business	Greater Spokane Incorporated	509.321.3632		www.bizstreetspokane.com
SCORE.....	509.353.2821		info@scorepokane.org	AHANA.....	509-209-2634		www.ahana.org
SBDC	509.358.7890		www.wsfdc.org/	Launch Pad	509.953.3305		

Question: *How Do I Determine the Best Legal Structure?*

Should you be a sole proprietor, corporation, partnership, LLC, etc.?

Resources:

Spokane Public Library	509-444-5312		www.spokanelibrary.org/business
SCORE.....	509-353-2821		info@scorepokane.org

Question: *Do I Need a Trademark?*

Resources:

Spokane Public Library	509-444-5312		www.spokanelibrary.org/business	Greater Spokane Incorporated.....	509-321-3632		www.bizstreetspokane.com
SCORE.....	509-353-2821		info@scorepokane.org	International Trade Alliance	509.413.1470		www.info@intrade.org

Question: *What Regulations Do I Need to Know About?*

All businesses must operate in accordance with federal, state and local regulation; Some regulations are industry specific. Business are expected to know and operate within these regulations, so we recommend that you connect with the agencies below.

Resources:

State and Federal Taxes.....	Small Business Development Center.....	509-358-7890		www.wsfdc.org/advisor-location?locid=13
Industrial Health & Safety Regulations	State of Washington – Labor & Industries.....	360-902-5800		www.lni.wa.gov
Unemployment Insurance	State of Washington – Employment Security			www.esd.wa.gov/uitax
DSHS – New Hire Reporting	State of Washington – Dept of Social & Health Services			www.fortress.wa.gov/dshs/csips/newhire/default.asp
Corporations/Non Profits.....	State of Washington – Secretary of State.....	360-902-4151		
Labor Regulations	Associated Industries	509-326-6885		www.aiin.com

Question: *Who Can Help with Financing My Business?*

Most funding requests need to include a copy of your business plan.

Resources:

International Finance	International Alliance	509-413-1470		www.info@intrade.org
Small Business Loans.....	SNEDA	509-444-7633		www.snedana.org
	SBA	509-353-2806		www.sba.gov/wa
	SNAP Financial Access.....	509-456-7174		www.snapaccess.org
Financial Incentives.....	City of Spokane Business and Development Services	509-625-6300		www.developingspokane.org
Government Contracting	Greater Spokane Incorporated/PTAC	509-321-3641		www.gsptac.org
Angel Financing/Venture Capital	Innovate Washington (Technology Companies).....	509-358-2000		www.sirti.org
	Connect NW	509-358-2114		www.connectnw.org



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808 W Spokane Falls Blvd
Spokane WA 99201-3336
(509) 625-6070
fax: (509) 625-6990
www.spokanecity.org

OFFICE USE ONLY	
Entered By:	_____
Date Received:	_____
DBL #:	_____
License #:	_____
NAICS/SIC:	_____

BUSINESS LICENSE APPLICATION

License Required

No person may engage in business in the City or with the City without first having obtained and being the holder of a valid business license or temporary business license as provided in this chapter. (SMC 8.01)

Persons Engaging in Business

...one generally, acting in an independent capacity, whether or not subject to immediate control and supervision by a superior, or one who acts as an employer and has employees subject to his control and supervision. (Rule 13)

Business Information	Mail attention to _____			
	Legal name of business entity _____			
	Business name or dba (doing business as) _____			
	Mailing address _____		City _____	State ____ Zip _____
	Business phone _____		Cell phone _____	
	Fax _____		Email address _____	
	UBI # _____		EIN # _____	
	Starting date of business _____		Indicate type of ownership: <input type="checkbox"/> Sole Proprietor	
			<input type="checkbox"/> Partnership <input type="checkbox"/> LLC (Limited Liability Company) <input type="checkbox"/> Corporation	
	List all locations within the City of Spokane (use a separate sheet if needed)			

<u>Business name</u> <small>(if different from above)</small>	<u>Location address</u>	<u>Personnel at location</u>	<u>Emergency contact number</u>

Describe what you sell and/or services provided: _____
 What is the: Past or Current Use of Location: _____
 Proposed Use of Location: _____

Ownership Information	What type building is this? Commercial _____ Residential _____			
	Is your building more than 12,000 square feet? Yes _____ No _____			
	Name(s) of Sole Proprietor, Partners, Corporate Officers, and Resident Agents: List true name(s), title, residence address, telephone number, and date of birth of the sole proprietor or all partners or corporate officer/directors (attach a separate sheet, if needed).			
	<u>Name</u>	<u>Title</u>	<u>Residence Address</u>	<u>Telephone</u>

If you acquired the business in whole or in part, complete the following information.
 Date acquired _____ Former business license # _____
 Former name of business _____

I certify or declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. All information given is subject to verification with the State of Washington Department of Revenue. I agree to report any changes in information to the City of Spokane Treasurer's office within a timely manner.

Signature _____ Date _____
 Printed Name _____ Title _____

Please sign application and mail with fee to the City of Spokane.
Please complete the Fee Calculation Worksheet on the reverse side.

Fee Calculation Worksheet

<u>Type of License</u>	<u>Rate</u>	<u>Fee Calculation</u>
<input type="checkbox"/> Business License "Business" includes all activities, occupations, trades, pursuits, professions and matters located or engaged in within the city or anywhere else within the City's jurisdiction with the object of gain, benefit, or advantage to the taxpayer or to another person or class, directly or indirectly. - OR -	\$110 per 12 month period	
<input type="checkbox"/> Temporary License Businesses engaging in business in the City for a period of ninety days or less within a twelve-month period, or businesses without any permanent location either within or without the City, may obtain a temporary business license in lieu of a regular business license. (SMC 10.40.010)	\$55 for first 90 days, \$45 for an additional 90 days	
<u>Branch Fee</u> For each additional location inside the City of Spokane. Mobile carts or mobile units from which business is conducted is considered an additional location.	____ x \$110 =	
For each additional unique name	____ x \$20 =	
<u>Personnel Fee</u> Personnel Definition: 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. NOTE: Sole proprietors and spouses are NOT personnel under this definition. Personnel includes: <ul style="list-style-type: none"> • All officers, agents, dealers, LLC members, etc. of a corporation or business trust. • Partners (fee applies to every partner over one.) • EACH part-time and EACH Temporary person must be included in Personnel count/fee. <p><u>Per person fee</u> is based on the total number of personnel working within the City of Spokane.</p>		
1 person through 5 people (number must be 1 through 5)	____ x \$10 =	
6 people through 10 people (number must be 6 through 10)	____ x \$15 =	
11 people or more (number must be 11 or greater)	____ x \$20 =	
<u>Business Site Evaluation Fee</u> Site evaluation fees apply ONLY to new businesses, new business owners, relocated businesses, or additional sites for existing businesses located <u>within the City limits</u> . Calculate fee based on each new business or location.		
<input type="checkbox"/> Commercial Location Processing fee for evaluation of low hazard general office operations:	\$25	
Safety evaluation fee (which includes processing fee):	\$90	
<input type="checkbox"/> Carts or Booths that have ignition sources, flammable liquids or solids need Safety Evaluation fee.		
<input type="checkbox"/> RESIDENTIAL LOCATION If customers visit the residence, a Processing Fee is required.	\$25	
If clients receive care or reside in the home a Safety Evaluation Fee is required:	\$90	
<u>Transfer Fee</u> Change of ownership	\$55	
Change of name or location. Includes change of suite in the same building	\$20	

License Fee

Basic Fire Safety Requirements For New Businesses

The Spokane Fire Department wishes to welcome you as a new business owner.

Safety is important to the success of your business! Please help by operating safely, being prepared for emergencies and following basic code requirements:

- Obtain and maintain at least one portable fire extinguisher for every 75' of travel distance within the business. For most general business applications, the fire extinguisher size must have a minimum rating of 2A:10BC, depending on associated hazard (*International Fire Code [IFC] 906, National Fire Protection Association [NFPA] 10*).
- Provide annual service for Fire extinguishers. Extinguishers shall have a current service tag and must be serviced by a company who is registered with the Spokane Fire Department (*IFC 906, NFPA 10, Spokane Municipal Code [SMC] 17F.080.270*).
- 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.
- Know the location of all building exits and work with your employees on safety and emergency planning (*IFC Chapter 4*).
- 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 315.2.1*).
- 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*).

Please Note: This is not an all inclusive list of potential requirements for your business. Each business may have unique requirements based on the business type. An additional inspection fee may apply.

If you have any questions about these Fire Code requirements or need any other information about fire safe operations, please give us a call at 625-7041.

Thank you for partnering with us in keeping Spokane Safe!