



CITY of SPOKANE
Treasurer's Office
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	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/SS _____			
	Starting date of business _____		If operated in the City of Spokane before the current year, prior year(s) license fees with penalties and interest may be due.			
	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>Residence or commercial location</u>	<u>Personnel at location</u>	<u>Emergency contact number</u>
	Describe what you sell and/or services provided: _____					
Ownership Information	Indicate type of ownership					
	<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> LLC (Limited Liability Company) <input type="checkbox"/> Corporation <input type="checkbox"/> Other _____					
	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>	<u>Birth Date</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 _____			
<p>Please sign application and mail with fee to the City of Spokane.</p> <p>Please complete the Fee Calculation Worksheet on the reverse side.</p>						

Fee Calculation Worksheet

License Fee

<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.	\$60 per 12 month period	
- OR -		
<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. (Cross Reference: SMC 10.40.010)	\$35 for first 90 days, \$25 for an additional 90 days	
Branch Fee For each additional location and/or unique name inside the City of Spokane. Mobile carts or mobile units from which business is conducted is considered an additional location.	_____ x \$10 =	
Personnel Fee 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. Per person fee is based on the total number of personnel working within the City of Spokane.		
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 =
Business Site Evaluation Fee 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 Business Site Evaluation Fee for a business operating from a commercial location is based on number of personnel at the location. See below.		
0 through 5		\$25
6 through 10		\$50
11 or more		\$75
- OR -		
<input type="checkbox"/> RESIDENTIAL LOCATION If customers visit the residence, a site fee of \$15 is required.	\$15	
<u>Please answer the following questions for residential locations:</u>		
Is the business using any other part of the property other than the house?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Is the floor space of business > 200 square feet?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Are there more than 2 employees/subcontractors?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you live in the residence?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Does the business use equipment that produces vibration?		<input type="checkbox"/> YES <input type="checkbox"/> NO

TOTAL BUSINESS LICENSE FEE (Add all fees above)

MAKE CHECK PAYABLE TO: **CITY OF SPOKANE**

Endorsement

Peddler Please check box if you are "...engaged in the business of selling or delivering goods or services within the city from a fixed or temporary location, person travels from door to door as the principle means of conducting business, and/or person engages in any business in the city with no permanent address".