State Endorsement Fee Sheet

Use the Business License Application to obtain any endorsements listed on this form. We have indicated which endorsements you can apply for using our online application.

We have also indicated if an endorsement requires agency approval. Do not begin an activity requiring approval until you receive a Business License that displays the name of that endorsement.

There are many other endorsements not available through the Business Licensing Service. To determine if you need any others, or to download application forms, visit our Business Licensing Guide at dor.wa.gov or call us at 360-705-6741.

Application fee

<table>
<thead>
<tr>
<th>Fee</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50</td>
<td>Open/Reopen a business (non-refundable)</td>
</tr>
<tr>
<td>$0</td>
<td>Add an additional location</td>
</tr>
<tr>
<td>$0</td>
<td>Add a Non-Resident Business endorsement to an existing location</td>
</tr>
<tr>
<td>$10</td>
<td>Any other purpose (non-refundable)</td>
</tr>
</tbody>
</table>

Department of Revenue

Must be paid each time a Business License Application is submitted.

The following endorsements are valid as long as you remain in business.

Tax registration

No additional fee

Department of Revenue

You must obtain a tax registration if you answer “yes” to any of questions listed below. A tax registration cannot be transferred to another business.

- Do you plan to gross over $12,000 per year?
- Will you be selling any retail items or products to another person?
- Will you be repairing, installing, altering, decorating, or improving any item or product for another person (e.g., car repair, construction)?
- Will you engage in a business that is responsible for any other state taxes (e.g., timber, fish, litter, public utility, hazardous substance/waste)?

Industrial insurance

No additional fee

Department of Labor & Industries

If you employ one or more people, you must apply for industrial insurance coverage.

The groups listed below are excluded from mandatory coverage, but you may request optional coverage by completing the Employment section of the Business License Application. An Application for Optional Coverage will be sent to you.

Excluded groups include:

- Sole proprietors, partners, LLC members with management responsibility.
- Executive officers and corporate officers who are directors and shareholders. If you select elective coverage for your executive officers, all executive officers must be covered.
- Domestic servants (if less than 2 full time employed) and those performing gardening, maintenance or repair around the private home.
- Services in return for aid or sustenance received from a religious or charitable organization.
- Minors employed under 18 on the family farm.
- Jockey racing.
- Entertainers and musicians.
- Volunteer law enforcement officers.
- Volunteer workers or student volunteers (K-12).
- Community service workers.
- Cosmetologists, barbers, estheticians or manicurists who lease stations.
- Newspaper carriers and freelance journalists.
- Insurance agents, brokers and solicitors.

Unemployment insurance

No additional fee

Employment Security Department

If you employ one or more people, you must apply for unemployment insurance coverage. Social security numbers are required for all owners of a business that hires employees.

All corporate officers wages of profit corporations are exempt from UI taxes in Washington. However, a corporation may elect to pay taxes on all officer wages by completing Voluntary Election Form with the Employment Security Department and choosing voluntary coverage on the Business License Application.

To ask about the availability of this publication in an alternate format for the visually impaired, please call 360-705-6705. Teletype (TTY) users may use the WA Relay Service by calling 711.
Non profit 501(c)(3) corporations must report and pay taxes on officer wages.

**Trade name(s)**

$5 per name  
*Department of Revenue*

Trade name or “Doing Business As” name must be registered if:

- Sole proprietor or partnership is using a name other than the full legal name of all the owners; or
- Corporations, limited partnerships or limited liability companies are operating under a name other than the name registered with the Security of State.

Please indicate all “Doing Business As” names on section 2 of the Business License Application.

This registration does not provide protection of the name. To see if the trade name you are planning to use is already registered visit *dor.wa.gov/businesslookup* or call 360-705-6741.

**Renewable endorsements (must be renewed annually)**

**Architect firm**

Certificate of authorization  
$292 per location  
$6.50 surcharge  
Additional forms required  
*Department of Licensing*

Required for businesses practicing or offering to practice architectural services in Washington. Each firm is required to have at least one Designated Architect listed at the licensed location. The Designated Architect must have an active architect registration.

**Bulk Fertilizer Distributor**

$50 per location  
*Department of Agriculture*

Required for any business that brings into or that distributes within Washington commercial fertilizer in bulk (nonpackaged form).

**Cannabis research**

$250 application fee per location  
Additional forms and agency approval required  
*Liquor and Cannabis Board*

A cannabis research license is required for the licensee to produce, process, or possess cannabis to conduct scientific research on cannabis and cannabis-derived products. Note: The Liquor and Cannabis Board will contact applicants for any additional required information or documentation, and bill for the initial annual license fee prior to approval of any license.

**Cannabis transportation**

$250 application fee per location  
Additional forms and agency approval required  
*Liquor and Cannabis Board*

Required for common carrier businesses to transport or deliver cannabis, cannabis concentrates, or cannabis infused products between licensed cannabis businesses in Washington State. Note: The Liquor and Cannabis Board will contact applicants for any additional required information or documentation, and bill for the initial annual license fee prior to approval of any license.

**Cannabis - other licenses**

**Note:** Applications for the following cannabis licenses: medical, retailer, producer, or processor or NOT being accepted at this time.

**Cannabis infused edibles processor**

$895 main location  
Agency approval required  
*Department of Agriculture*

A cannabis infused edibles processor license is required for each location at which the licensee will commercially produce for wholesale sales to cannabis retailers food items infused with cannabis, cannabis extracts, or cannabis concentrates and cannabis-derived products. Note: A valid cannabis processor license issued by the Liquor and Cannabis Board is required at each such location *before* applying for the edibles license.
Cigarette/Tobacco/Vapor sales, retail and wholesale

Cigarettes
Cigarette retailer
$175
Cigarettes sold at retail. Fee required per location. (If BOTH a cigarette retailer OR an other tobacco product retailer AND a vapor product retailer are applied for at the same time, for the same business location, a combined total of $250 will be due for both endorsements.)

Commercial cigarette making machine
$93
Required where a machine to produce ‘roll your own’ cigarettes is provided. The fee is required for each location with one or more machines. A cigarette retailer endorsement and tobacco products retailer endorsement are also required. The machine can only be used with tobacco sold at the location at the time of purchase.

Cigarette vending machine
$30 per machine at each location
A cigarette retailer endorsement is also required. Fee required per machine at each location.

Cigarette wholesaler
$650 main location
$115 each branch location
Purchase, sell, or distribute cigarettes to retailers for resale. You must include with your application the $5,000 surety bond required by the Department of Revenue.

Tobacco products
Tobacco products retailer
$175
Retail sales of tobacco products other than cigarettes. Fee required per location. (Fee waived if also applying for, or already have, cigarette wholesaler.)

Vapor products retailer
$175
Cigarettes sold at retail. Fee required per location. (If BOTH a cigarette retailer OR an other tobacco product retailer AND a vapor product retailer are applied for at the same time, for the same business location, a combined total of $250 will be due for both endorsements.)

Liquor and Cannabis Board
The cigarette and tobacco product endorsements must both be held if cigarette and other tobacco products are sold at the same location. Additional documents and agency approval required.

Vapor product distributor
$150
$100 each branch location
Required for each location of a business that purchases vapor products and conducts wholesale sales or distribution to vapor product retailers for resale to consumers. Note: To sell or distribute at wholesale cigarettes or other tobacco products you’ll also need a cigarette wholesaler or a tobacco products distributor endorsement.

Vapor product delivery sales
$250
Required for each location of a business, regardless whether located inside or outside Washington, from which retail sales orders for vapor products are taken from Washington consumers by means of telephone or other voice transmissions, by mail or other delivery services, or the Internet or other online services; or from which vapor products are delivered to Washington consumers by use of the mails or other delivery services.

City business endorsements
Most cities require businesses operating within the city limits to register and renew annually. Several cities have partnered with BLS to handle their endorsements. Go to dor.wa.gov/city-endorsements to see the list of city partners.
**Collection agency**  
$890 main location in Washington  
$590 each branch location (in/out of state/country)  
Additional forms and agency approval required  
*Department of Licensing*  
Required for any Washington business that:  
- Directly or indirectly collects debts on behalf of clients located in Washington and/or other states;  
- Solicits claims for collection;  
- Markets forms or a collection system to be used in debt collection; or  
- Collects their own debts using a fictitious name to imply that a third party is involved; or  
- Purchases claims for collection purposes in Washington, whether or not it collects claim itself.  
The business must maintain a trust account and an office in Washington for the purpose of conducting its collection agency business. The office must be managed by a Washington resident and be open to the public during regular business hours. A $5,000 surety bond is required.  

**Collection agency - Out-of-state/country**  
$445 main out-of-state location  
$295 each out-of-state/country branch location  
Additional forms and agency approval required  
*Department of Licensing*  
Required for any business outside Washington that;  
- Undertakes the collection of a debt on behalf of clients who are also outside Washington, and that uses only telephone, mail or fax to collect, or attempt to collect, on debts from persons or businesses located inside Washington. A $5,000 surety bond is required; or  
- Purchases claims for collection purposes in Washington, whether or not it collects claim itself.  

**Commercial telephone solicitor**  
$82  
Additional forms and agency approval required  
*Department of Licensing*  
Required for each location making unsolicited commercial telephone calls and selling goods or products during the call. Also required for those who offer free prizes by mail and invite a telephone response. Exclusions from coverage include, but are not limited to, those soliciting for educational, political, or charitable purposes; and those who sell to businesses who either resell the product or use it for manufacturing.  

**Contractor registration**  
Additional forms and agency approval required  
Registration not available through BLS  
*Contact: Department of Labor & Industries 360-902-6359 or 1-800-647-0985 (in-state only) or In.wa.gov*  
Any individual or business involved in construction, remodeling, repair, excavation, or demolition of any structure, road or property must obtain a Contractor Registration. This includes those who install floor coverings, lawn sprinkler systems, or scaffolding. Those who perform plumbing or electrical work must have additional certificates or licenses. Registration is also required for an individual who plans to hire subcontractors from more than one trade to work on a single project related to the individual’s own property, with the intent to sell that improved property.  

**Corporate registration**  
Additional forms required  
Registration not available through BLS  
*Contact: Office of the Secretary of State 360-705-0377*  
*Washington based corporations doing business in Washington must file articles of incorporation.*  
Firms incorporated in any other state or country should contact the Corporations Division of the Office of the Secretary of State for filing requirements. In addition to filing the corporate registration forms a Business License Application is required to BLS. For expedited service to incorporate your business, complete the Application to Form a Profit Corporation at seccstate.wa.gov/corps.  
Or you can complete a paper application and mail it in a separate envelope to:
Egg handler/dealer
$30 first location
$15 each additional location
Additional forms required

Department of Agriculture
Required for businesses or persons that:
- Produce, handle, contract for, or obtain possession or control of eggs for sale to wholesalers, dealers or retailers within or into Washington; or
- Process eggs and sell them to wholesalers, dealers, retailers or consumers within or into Washington.

A license must be posted at each location where the licensee operates. Note: Poultry producers who sell eggs from their own flocks at the place of production directly to household consumers do not need to be licensed.

For hire
Permit: $110 (one-time, nonrefundable) per location
Certificates: $55 per vehicle per permitted location
Additional forms and agency approval required
Department of Licensing
Required for all vehicles used for the transportation of passengers for compensation in taxicabs, cabulances or other for hire vehicles (except limousines see Limousine Carrier for those for hire vehicles). The state permit fee is not required if a permit fee is paid to a local city or county, however all vehicles must have a for hire certificate from the state, regardless. See also the section headed “Weighing & Measuring Devices” about registering the meter used in for hire vehicles.

Liquor
Various fees (see Liquor License Description and Fee Information Sheet)
Additional forms and agency approval required
Liquor and Cannabis Board
Required for businesses or nonprofit organizations retailing or serving beer, wine or spirits; or manufacturing, distilling, wholesaling, transporting, importing, or exporting alcoholic beverages. Also needed for changing the location of a licensed premises.

Lottery retailer
$25 per location (one-time, nonrefundable)
Additional forms and agency approval required
Washington’s Lottery
Required for businesses selling lottery products. Applicants must certify that they comply with federal, state and agency accessibility requirements, and provide a personal/criminal history. The Lottery also requires an electronic funds transfer account to transfer lottery sales debits and credits. The Lottery will separately charge retailers a one-time $200 set-up fee, and a weekly equipment and support fee. Contact the Lottery at 1-800-732-5101, option 4, for more information.

Minor work permit
No fee permit required per location
Agency approval required
Department of Labor and Industries
If you employ one or more people under 18 years old, you must apply for a permit to employ minors, in addition to industrial insurance as described on page 1.
Nursery retailer/wholesaler
Fees listed below include a 20% surcharge
Additional forms required
Department of Agriculture
Required for businesses that:
- Sell or hold live plants or turf for planting, breeding, or decoration; or
- Perform landscaping lawn maintenance which provides planting or installing new plants or turf.
Is not required if you sell less than $100 per year or only sell cut flowers. Choose either a wholesale or retail endorsement based on what you believe will be your primary source of income, then estimate your total nursery sales for the calendar year. Determine the fee due based on your license type and your sales estimate.

<table>
<thead>
<tr>
<th>Nursery retailer</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100 - $2,499</td>
<td>$80.64 per location</td>
</tr>
<tr>
<td>$2,500 - $14,999</td>
<td>$176.64 per location</td>
</tr>
<tr>
<td>$15,000 and over</td>
<td>$350.40 per location</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nursery wholesaler</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100 - $14,999</td>
<td>$176.64 per location</td>
</tr>
<tr>
<td>$15,000 and over</td>
<td>$350.40 per location</td>
</tr>
</tbody>
</table>

Pesticide dealer
$88 per location
$7 per location Pesticide Safety Education
Additional forms and agency approval required
Department of Agriculture
Required to sell all pesticides. Exception: Not required if the pesticide is labeled home and garden use only. Each location must have a licensed Pesticide Dealer Manager to supervise pesticide distribution.

Seed Dealer
$125 per location
Department of Agriculture
Required for selling seeds except those packaged in containers of 8 ounces or less by a registered seed labeler.

Seller of travel
$222 per location
Additional forms and agency approval required
Department of Licensing
Required for businesses that arrange, or advertise to arrange travel accommodations for Washington consumers.

Private investigation agency
$640 with unarmed principal
$750 with armed principal
No fee for each additional location
Additional forms and agency approval required
Department of Licensing
Required for any business that exists to detect, discover or reveal criminal activity; obtain information related to persons or things; recover lost property; identify cause for accidents/losses; obtain evidence for investigations or detect eaves/dropping devices.

Tobacco sales, retail and wholesale
See Cigarette/Tobacco/Vapor sales

See RCW Chapter 18.165 for full description.

Rental car registration
No fee registration required per location
Department of Licensing
A rental car is a passenger vehicle (PAS or M/H use class) that is used solely by a rental car business for rental to others, without a driver provided by the rental car business, for periods of not more than 30 consecutive days. Only passenger vehicles (cars, SUVs and motor home qualify). Trucks and other types of vehicles such as motorcycles are exempt from the rental car registration.

Scrap metal
Various fees (see the Vehicle-Related and Scrap Metal Recycling Fee Description Sheet)
Additional forms and agency approval required
Department of Licensing
Required for businesses that are suppliers, processors, and/or recyclers of scrap metal. Note: These endorsements do NOT include handling scrap metal from motor vehicles. For vehicle-related motor vehicle salvage processing see the entry under “Vehicle Sales or Disposal”.

Shopkeeper
$55 per location
Department of Health - Board of Pharmacy
Required for businesses (except licensed pharmacies) selling any nonprescription medication. These medications must be in the original manufacturer’s packaging.
Transportation Network Company (TNC)
$5000
Additional forms and agency approval required Department of Licensing
Required for any business using a digital network or software to connect passengers to drivers for the purpose of providing prearranged rides.

Underground storage tanks
$216.09 per tank at each location
Additional forms required Department of Ecology
Required for owners of storage tanks with a capacity greater than 110 gallons, that have at least 10 percent of volume (including piping) below the surface of the ground, and that contain petroleum or other hazardous substances. Some tanks may be exempt. The application must be filed by the owner within 30 days after a new installation is complete, or upon modification or purchase of existing tanks. Note: A notice of intent to install (Form ECY 020-95) must also be filed directly with the Department of Ecology at least 30 days before new installation work begins.

Vehicle sales or disposal
Various fees (see the Vehicle-Related and Scrap Metal Recycling Fee Description Sheet)
Additional forms and agency approval required Department of Licensing
Required for businesses that:
- Annually offer, display or sell more than four cars, trucks and/or motor home, or otherwise act as a dealer of such vehicles;
- Deal in boats or vessels, manufactured homes, park homes, travel trailers, fifth wheel trailers, horse trailers, utility trailers, off-road vehicles, motorcycles and/or snowmobiles;
- Manufacture or remanufacture vehicles for distribution to Washington dealerships;
- Transport vehicles over Washington highways;
- Operate a registered tow truck; and/or
- Act as a hulk hauler, vehicle wrecker or motor vehicle salvage processor. Note: This is NOT for non-vehicle scrap metal. To handle non-vehicle scrap metal see the entry under “Scrap Metal”.

Waste tire carrier
$200 ($50 non-refundable) per location plus $50 per vehicle
Additional forms and agency approval required Department of Ecology
Required for businesses transporting tires no longer usable due to wear, damage or defect. Solid waste collection businesses licensed by the Utilities and Transportation Commission need not apply. A $10,000 bond is required.

Waste tire storage site owner
$250 per location ($50 non-refundable)
Additional forms and agency approval required Department of Ecology
Required for businesses with outside storage or more than 800 tires which are no longer suitable for their original purpose. The business is required to have:
- A permit from the County Health Department where the site is located.
- Financial assurance sufficient for hiring a third party to remove the maximum number of tires permitted to be stored at the facility and deliver the tires to a facility permitted to accept the tires.

Contact Department of Ecology for regulatory questions at 425-649-7104.

Weighing and measuring devices
Various fees (see the Weighing and Measuring Devices Addendum)
Department of Agriculture (statewide); and Cities of Seattle & Spokane
Required for businesses where devices are used to determine the charges for a product or service on the basis of weight or measure (i.e. scales, meters or electric vehicle supply equipment). The Weighing and Measuring Devices addendum must be submitted with the Business License Application.

Whitewater river outfitter
$35 per location
Additional forms and agency approval required Department of Licensing
Required for businesses carrying, or advertising to carry, for-hire passengers on whitewater sections of Washington rivers. Applicants must provide proof of correct liability insurance and certify that they meet all requirements, including use of qualified guides.
X-ray facilities and devices

Various fees (see the X-ray Facility and Devices Registration Addendum)

Department of Health

Required for businesses that have a facility with any of the X-ray tube types listed on the x-ray addendum form, including dental or medical offices, hospitals, veterinary, educational, security, research or industrial facilities. Contact Department of Health for regulatory questions at 1-800-299-9729.