

New Business Owner

**Road map to
Register and
License your
Business in
Washington**





Here are some questions to consider before you license and register your business.

- Have you written a business plan?
- Do you know state and local licensing and registration requirements?
For help, go to: <http://bls.dor.wa.gov/licensing.aspx>
Answer the questions on the page to get customized information. Keep the information and use it when you license and register your business.
- Have you checked for any additional requirements for starting your business?
- Have you decided what type of business structure you will have?
(For example: sole proprietor, limited liability company, etc.)

You can learn more in the Start and Plan chapters of Washington's Small Business Guide:

www.BizGuide.wa.gov



Will your business be a corporation or limited liability company (LLC)?



Go to Step 3 →
(next page)



Register your business with the Secretary of State as a legal structure, such as:

- *Limited Liability Company (LLC)*
- *Profit Corporation*
- *Nonprofit Corporation*
- *Limited Partnership*

Once you register...

The Secretary of State will issue a Unified Business Identifier (UBI) number and send you formation documents. Use the same name and UBI number when dealing with all agencies.

How long does it take to process?

- 2 business days if done online.
- 14 business days if done by mail.

For help, contact the Corporations Division at:

website: www.sos.wa.gov/corps

email: corps@sos.wa.gov

phone: (360) 725-0377

Things to consider...

- Bylaws if you are a corporation.
- Operating Agreement if you are an LLC.
- Governing person information such as officers for corporations and members/managers for LLCs.

If you want to be an S-corp, complete the steps for a profit corporation or LLC with the Secretary of State, then contact IRS for S-corp tax designation. For details, see *Start chapter of Washington's Small Business Guide* at:

www.BizGuide.wa.gov



File your Business License Application with the Department of Revenue.

File your Business License Application online at:

www.bls.dor.wa.gov/file.aspx

You must file your Business License Application with the Department of Revenue to be recognized as a Washington business.

We recommend you read through all steps in this road map before applying for the business license application.

What happens once you file your Business License Application.

The Department of Revenue will:

- Assign your business a UBI (unified business identifier) number if it hasn't already been issued.
- Send you a business license with UBI.
- Create a taxpayer account and send you more information on your tax reporting responsibilities.

How long does it take to process?

- 2 business days if done online.
- 14 business days if done in person or by mail.

How long does it take to get a liquor license?

- Up to 90 days.

Be prepared to answer these questions:

- What is your physical address? (must be in Washington if you have employees)
- How much do you expect to make the first year?
- Will you have employees? Will any be under age 18?
- If you won't have employees, would you like to sign up for optional Workers' Compensation coverage?
- What percentage of ownership do your owners and governing people hold?
- Will your business sell, manufacture, or redistribute alcohol? If yes, go to: www.liq.wa.gov/licensing/apply-liquor-license



Will you have employees?

Be careful here! Many “independent contractors” are actually considered employees by the state. See the **Start chapter of Washington’s Small Business Guide** at:

www.BizGuide.wa.gov



Go to Step 5 →
(next page)



Report your new employees, rehired employees, or other requirements to the Department of Social and Health Services (DSHS) at:

www.dshs.wa.gov/newhire

Create a required safety plan.

Go to: www.lni.wa.gov/Safety/Basics/

If you are going to have employees who are minors, please review Department of Labor & Industries’ (L&I) rules and complete the required forms.

Go to: www.lni.wa.gov/WorkplaceRights/TeenWorkers/default.asp

Department of Labor & Industries (L&I) will:

- Automatically set up your Workers’ Compensation Account.
- Provide you with more information within 14 business days.

Employment Security (ESD) will:

- Automatically set up your Unemployment Insurance Account.
- Provide you with more information within 14 business days.

Internal Revenue Service (IRS) will:

- Assign a Federal Employer Identification Number (EIN). Go to: www.irs.gov
- Federal information is in the Start chapter of Washington’s Small Business Guide: www.BizGuide.wa.gov



Will your business resell products?



Go to Step 6 →
(next page)



Apply for a Reseller Permit...

(if you do not automatically receive one by mail)

www.dor.wa.gov/resellerpermit

After you apply, the Department of Revenue will send you a Reseller Permit. The process takes about 10 business days.



Are you a construction contractor?



Go to Step 7 →
(next page)



Before you register as a contractor:

- Read about requirements:
www.contractors.lni.wa.gov
- Have your UBI ready; see previous steps if you need a UBI.

Register as a contractor with Department of Labor & Industries

For help, go to your local office:

www.lni.wa.gov/main/contactinfo/officelocations

or call 800-647-0982

What happens after you register:

Labor & Industries:

- Registers you as a construction contractor.
- Posts your registration on its website for public viewing.
- Contacts your business with more information.

How long does it take to process?

- Immediately if done at an L&I office.
- 5 business days if done by mail.



Will your business deal with food?



Go to Step 8



Contact your local health department for requirements.

Go to: <http://mrsc.org/Home/Research-Tools/Washington-County-Profiles.aspx>



Check to make sure you have met all federal, state, county, and city requirements for activities your business will conduct.



It is your responsibility to ensure you meet all government requirements.

For general help understanding government requirements go to:

www.BizGuide.wa.gov

Note: You may receive updated business licenses as different licenses or endorsements are approved.

For help with city and county requirements, go to:

<http://mrsc.org/Home/Research-Tools/Washington-City-and-Town-Profiles.aspx>

and

<http://mrsc.org/Home/Research-Tools/Washington-County-Profiles.aspx>

Once you
have met the
requirements you can



