

Form 700 060

Business Licensing Service
 PO Box 9034
 Olympia WA 98507-9034
 360-705-6741
BLS@dor.wa.gov

City Addendum

Complete a Business License Application and a separate City Addendum for each physical business location. To complete this form see the City Addendum Instructions and City Fee Sheet. An incomplete City Addendum will cause delays in processing.

For faster service - Apply online

Legal Entity/Owner Name:

Unified Business Identifier (UBI):

1. All city license applicants must complete this section

- a. Are you registered with the Washington Secretary of State as a nonprofit corporation? Yes No
- b. Is your organization tax exempt under IRS code 501(c)(3),(4), or (5)? Yes No
If yes, attach a copy of your IRS tax exemption certificate.
- c. Are you general or specialty contractor (construction, plumbing, electrical, and roofing)? Yes No
If yes, provide the Dept. of Labor & Industries Contractor Registration license number (if known):
- d. If you hold a WA State professional/occupational license provide the license type and number.
 Type (day care, cosmetology, real estate, etc):
 Number (if known):
- e. Do you provide utility service (telephone/cellular/ISP, cable, gas, electric, garbage)? Yes No

2. Complete this section if your business is physically located inside city limits

- a. Provide the city where your business is physically located and the associated fee amount:
For variable fee cities, see appropriate city requirements and fee calculations at dor.wa.gov/cityendorsements for more information.

City name	License fee amount \$
Number of full-time employees (at this location)	Total full-time employee fees (if applicable) \$
Number of part-time employees (at this location)	Total part-time employee fees (if applicable) \$
Number of rental units (if applicable)	Total rental unit fees (if applicable) \$

- b. First date of business in this city:

- c. Do you qualify for a fee exemption from this city’s business license? Yes No
- d. Estimated gross annual income for the coming 12 months in this city:
- e. Have you held a business license in this city? Yes No

Prior city license # (if known):

- f. Check any of 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 the 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:
- Floor drains other than in restroom/shower facilities
- None of the above

- g. Is the physical address of the business in 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.

- h. Square footage of floor space used for business activities at this location:

- i. Will you be making any exterior/interior modifications, including signs, to proposed location? Yes No
- j. Give the name and phone number of two after-hours Emergency Contact persons for this business location:

Name (Last, First, Middle)	Phone number
Name (Last, First, Middle)	Phone number

- k. Do you have emergency alarm monitoring service? Yes No
 If yes, provide the following information:

Monitoring company	Company contact	Contact phone number
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- l. Mark any of the following activities that will be conducted at or from this business location:

- | | |
|--|---|
| <ul style="list-style-type: none"> Adult entertainment Ambulance service/dispatch Amusement devices/arcades Buy/sell used goods Care provider for adults or children Charging admission Civic, social, religious gathering with food/drink consumption, transportation, entertainment, etc. Dispensing Gambling | <ul style="list-style-type: none"> Health care/medical Manufacturing, assembling, producing, packaging Painting Recycling Repairing Retail/wholesale sales Sexually oriented business Storing/warehousing Taxi/for hire service/dispatch |
|--|---|

3. Complete this section with information specific to each city where you will travel to do business.

a. City	b. Fee exempt? Yes/No or N/A	c. First date of business	d. Gross income	e. Number of full-time employees	f. Number of part-time employees	g. Full-time employee fee	h. Part-time employee fee	i. City license fee total
			\$			\$	\$	\$
			\$			\$	\$	\$
			\$			\$	\$	\$
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			\$			\$	\$	\$

City Addendum Instructions

Instructions:

Use this addendum form to apply for the city business licenses available only through the Business Licensing Service (dor.wa.gov/cityendorsements). Complete a Business License Application and a separate City Addendum form for each of your physical business locations.

Contact directly any cities not licensed through the Business Licensing Service for their licensing requirements, as they are not yet part of the combined licensing process.

1. All applicants must complete Section 1 of this addendum form.
2. Complete Section 2 of this addendum to apply for the city business license endorsement for the city where your business is physically located inside city limits (resident business):
 - a. In Section 2 of the Business License Application form, write the name of the city you entered in Section 2 of this addendum and that city's license fee amount.
3. Complete Section 3 of this addendum to apply for license endorsements with other cities where you have no permanent physical location, but that you will travel into to conduct business (non-resident business).

For each city in which you will operate as a non-resident business, provide the following information:

Column a, write the name of the city.

Column b, if the city provides a no-fee license, indicate if you qualify for it, 'Yes' or 'No'. If there is no fee-exempt license in that city you may enter N/A.

Column c, provide the date you started or will start conducting business in that city.

Column d, estimate your gross annual income for the coming 12 months in this city.

Column e, provide the number of full-time employees you will have working inside that city's limits.

Column f, provide the number of part-time employees you will have working inside that city's limits.

Column g/h, if the city charges a fee based on the number of employees (full-time and/or part-time), enter the per-employee fee. If the city charges a base fee in addition to other fee calculation include it in the total amount entered in column i. If the city does not charge fees by employee leave this column blank.

Column i, if you entered a per-employee fee in column g, multiply that amount by the number of employees listed in column e. If you entered a per-employee fee in column h, multiply that amount by the number of employees in column f. Add the two totals together and enter the result in column i. If the city does not charge a per-employee fee, enter the fee amount for the city license.

In Section 2 of the Business License Application form, write the city name you entered in column 1, and the fee for that city you entered in column i.

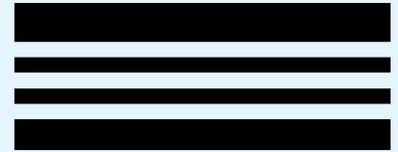
Please note:

City license endorsements must be approved by the city before business may begin in that city, in accordance with the city's Land Use, Building and Fire codes and ordinances. Contact each city directly for more information.

Form 700 028

Business Licensing Service
PO Box 9034
Olympia WA 98507-9034
360-705-6741

For Validation - Office Use Only



Business License Application

Legal Entity/Owner Name:

Unified Business Identifier (UBI):

Federal Employer Identification Number (FEIN):

For faster service apply online at business.wa.gov/BLS

Online applications are typically processed within ten business days.

It may take up to three weeks if you file by paper.

Processing fee instructions:

A Business License Application processing fee is required for each application received in addition to applicable endorsement or trade name fees. See below to determine the processing fee.

Open/reopen a business - \$90 (non-refundable)

If you are opening the first location of a new business/UBI or re-opening a business/UBI that has no active locations, enter \$90 in the Processing fee box in the Endorsement and fee section. No other processing fee is required.

Adding an additional location - \$0

If you are adding an additional location to your current business, enter \$0 in the Processing fee box in the Endorsement and fee section. No processing fee is required.

Adding a city Non-Resident Business endorsement to an existing location - \$0

If your business is not physically located inside city limits, but you will travel within the city's limits to conduct business, a city Non-Resident Business endorsement is required. If you are adding a city's Non-Resident Business endorsement to an existing location account, enter \$0 in the Processing fee box in the Endorsement and fee section. No processing fee is required.

Any other purpose - \$19 (non-refundable)

If you are filing for any purpose other than those listed above, enter \$19 in the Processing fee box in the Endorsement and fee section. No other processing fee is required.

Examples: Hiring employees, registering a trade name, adding additional endorsements to an existing location, Domestic Employer, etc.

1 Purpose of application *(check all that apply)*

- | | |
|--------------------------------------|---|
| Open/reopen business | Business has or will have employees |
| Open additional location | Business has or will have employees under age 18
If ONLY requesting to add a minor work permit to your account, and this business location has an active Worker's Compensation account with L&I, and there were no business changes since the last Business License Application was filed, complete only sections 2, 3a, 3c, 3d (and 3f for sole proprietors), 5c and 6. |
| Add endorsement to existing location | |
| Change ownership | |
| Register trade name | Hire persons to work in or around your home |
| Change trade name | |
| Name(s) to be cancelled: | |
| Change location | |
| Old address to be closed: | |
| Other: | |

2 Endorsements and fees

(use the Business Endorsement Fee Sheet and City Fee Sheet for the information needed to complete this list)

Mark registrations needed (fees are listed on the right)

Tax Registration (DOR)		\$0.00
Do you want a separate tax return for each business?	Yes No	
Industrial Insurance (Worker's Compensation) - <i>Required if you will have employees</i>		\$0.00
Unemployment Insurance - <i>Required if you will have employees</i>		\$0.00
Minor Work Permit - <i>Required if you will have employees under age 18</i>		\$0.00
New trade name (doing business as):		\$5.00

List additional trade names (\$5 each name) or other endorsements (such as additional state or city endorsements):

1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$

Processing fee: \$
Total amount due: \$

How to pay: Enclose check for total amount due, including the non-refundable processing fee, which must be submitted with this form. Make check payable to Department of Revenue.

3 Owner information

a. ***Select an ownership structure** (choose one):

Sole Proprietorship - If married, should spouse's name appear on license? Yes No
(If you answer no, you must still enter the spouse information in section 3f below)

Corporation* Nonprofit Corporation* *(educational, religious, charitable)*

Limited Liability Company* Partnership (# of partners: _____)

Limited Partnership* Limited Liability Partnership*

Limited Liability Limited Partnership* Joint Venture

**These ownership structures must contact the Secretary of State office for additional filing requirements.*

Name of Corp., LLC, Partnership, LLP, LLLP, or Joint Venture:

State incorporated/formed:

Year incorporated/formed:

Association

Trust

Municipality

Tribal Government

Name of Organization:

b. ***Business open date** (MM/DD/YY):

This is the ownership structure's first date of business at this location. Out-of-state businesses should use the first date of operation in WA. If unknown, please estimate date.

c. ***Business name/trade name:**

Is this location inside city limits? Yes No

d. ***Business mailing address:**

City: State: Zip:

***Business street address** (if different than mailing.) Do not use PO Box or PMB:

City: State: Zip:

e. **Business phone number:**

Fax:

Email:

f. **List all owners and spouses:**

This includes any Sole Proprietor, partners, officers, or LLC members (attach additional pages if needed)

***Name** (last, first, middle):

Title:

Home phone:

Date of birth:

Social Security Number*:

% Owned*:

Home address:

City:

State:

Zip:

Are you married? Yes No If yes, enter spouse information below.

Spouse name (last, first, middle):

Spouse Social Security Number:

Spouse date of birth:

Owners and spouses continued...

Name (last, first, middle):

Title: Home phone: Date of birth:

Social Security Number*: % Owned*:

Home address:

City: State: Zip:

Are you married? Yes No If yes, enter spouse information below.

Spouse name (last, first, middle):

Spouse Social Security Number: Spouse date of birth:

Name (last, first, middle):

Title: Home phone: Date of birth:

Social Security Number*: % Owned*:

Home address:

City: State: Zip:

Are you married? Yes No If yes, enter spouse information below.

Spouse name (last, first, middle):

Spouse Social Security Number: Spouse date of birth:

*The Social Security Number, home phone number and percentage owned are required for Sole Proprietors, partners, corporate officers, and LLC members of businesses that will have employees. (WAC 192-310-010) Not fully completing section "f" will result in application delays.

4 Location/business information

a. Are you an out of state business with no Washington location and have employees or representatives working in Washington?

Employees: Yes No Representatives: Yes No

If yes, provide **one** of their Washington addresses (we will not use this address for mailing purposes):

Business street address:

City: State: Zip:

b. Do you plan to hire independent contractors or people you will report on a 1099 form? Yes No
Check "Independent Contractors" definition at lni.wa.gov/insurance/insurance-requirements/independent-contractors/

c. *Provide the estimated gross annual income in Washington (check one):

\$0 - \$12,000 \$12,001 - \$28,000 \$28,001 - \$60,000 \$60,001 - \$100,000 \$100,001 and above

d. Mark the business activities in Washington State (check all that apply):

Wholesale Retail Manufacturing Services

e. *Describe in detail the principal products or services you provide in Washington State:

f. Did you buy, lease, or acquire all or part of an existing business? Yes No

Date bought/leased/acquired (MM/DD/YY): Prior business name:

Prior owner's name: Phone:

- g. Did you purchase/lease any fixtures or equipment on which you have not paid sales or use tax?
 Yes No If yes, indicate purchase or lease price: \$
- h. If this business is owned by, controlled by, or affiliated with any other business entity, provide that business entity's name and UBI number.
 Entity name: _____ UBI number: _____
 Entity name: _____ UBI number: _____
- i. If you are changing your business structure (such as changing from Sole Proprietorship to Corporation) and want the old account closed, provide the UBI number to be closed:
 Do you wish to cancel all the trade names registered under the old UBI number? Yes No
 You must re-register all trade names you use under the new business structure.
- j. Have you ever owned another business? Yes No
 If yes, business name: _____ UBI number: _____
- k. Your bank's name: _____ Branch: _____

5 Employment/elective coverage

5a and 5c are required if hiring employees and/or minors.

Employment accounts cannot be established unless you plan to employ persons within the **next 90 days**. If accounts are established, Employment Security and Labor and Industries reports will be required quarterly **even if you have not hired**.

- a. *Date of first employment or planned employment at this location (MM/DD/YY):
 First date wages paid (MM/DD/YY):
- b. Number of persons you employ or plan to employ at this location (do not include owners):
- c. *Estimate the number of persons under age 18 (minors) you will employ in the next 12 months and duties they will perform:

Age	Number of employees	Duties to be performed by minors (Check www.lni.wa.gov/workers-rights/youth-employment/how-to-hire-minors)
16-17		
14-15		
Under 14		

Before checking under age 14, please complete required documents. See publication F700-118-000 at www.lni.wa.gov/forms-publications/F700-118-000.pdf

- d. Check the box that best describes the major operation of your business (**choose one**):
- | | |
|--|--|
| (01) Drywall Operations | (03) Construction/Engrg/Property Mgmt |
| (05) Maritime/Vessels/Longshore | (07) Wood Prod/Stone/Glass & Mining |
| (09) Vehicle Svcs/Transportation | (11) Mfg - Food/Ice/Beverages |
| (13) Retail/Whlsl: Stores & Warehsing | (15) Media/Entertainment/Lodging |
| (02) Logging/Forestry | (04) Temp Help Co/Employee Leasing |
| (06) Electronics/Utilities/Vending Mch | (08) Mfg - Metal/Mach Shops/Millwright |
| (10) Mfg - Chem/Textiles/Paper | (12) Agriculture/Farming |
| (14) Food Svcs/Chore/Asst Lvg/Janitor | (16) I.T./Prof Svcs/Med/Salon/Schools |

- e. Describe in detail the activities of your workers. Then estimate the total workers' hours for a 3-month period. (One full-time worker = 480 total hours for 3 months)

Position and activities	No. of workers	Worker hours (include minors)
Example: Office Staff - reception accounting, data entry	2	960

- f. If you have more than one Washington location, how do you wish to receive the following quarterly reports?

Unemployment Insurance: All locations combined Each location separately (multiple reports)

Worker's Compensation: All locations combined Each location separately (multiple reports)

Additional Coverage is available as noted below. (See *Business Endorsement Fee Sheet* for more information.)

- g. If you are a Profit Corporation, do you want Unemployment Insurance coverage for corporate officers?

Yes – Go to esd.wa.gov to obtain a Voluntary Election form. This form is required for coverage.

No – The Corporation must inform officers in writing that they are not covered for Unemployment Insurance.

- h. Do you want Workers' Compensation coverage for owners (Sole Proprietor, partners, corporate officers, LLC members/managers)? (In an LLC with managers, you may elect to cover those persons who are both members (owners) and managers. In an LLC with members only, you may elect to cover those members.)

Yes – Prior to coverage, Form F213-042-000 is required. This form will be sent to you by the Dept. of Labor & Industries.

No

- i. Do you want elective Workers' Compensation coverage for excluded employment? (See *Business Endorsement Fee Sheet* for descriptions.)

Yes – Prior to coverage, Form F213-112-000 is required. This form will be sent to you by the Dept. of Labor & Industries.

No

6 Signature *(Signature of Sole Proprietor or spouse, partner, corporate officer, or LLC member/manager)*

I, the undersigned, declare under the penalties of perjury and/or the revocation of any license granted, that I am the applicant or authorized representative of the firm making this application and that the answers contained, including any accompanying information, have been examined by me and that the matters and things set forth are true, correct and complete.

Signature: _____ Date: _____

Application prepared by: _____ Title: _____

Phone: _____ Date: _____

Some agencies provide language assistance. Would you like assistance? Yes No

What language? _____

City Fee Sheet

Form 700 032

Business Licensing Service
PO Box 9034
Olympia WA 98507-9034
360-705-6741

In most cities, a city license or registration must be obtained prior to operating a business within the city limits, including those businesses that are located outside the city limits but perform services for customers inside the city limits. Businesses located outside city limits must carry a copy of their license while operating in the city.

Some cities **may** exempt special types of businesses from being licensed. Examples of those types of business may include:

- Farmers selling their own produce
- Newspaper deliveries
- Limited number of casual sales (garage sales)
- Churches and other religious organizations
- Charitable fundraising organizations
- Fraternal benefit societies
- Participants in a city-sponsored community event
- Delivery of goods sold outside the city

A city may require proof of qualifying for an exemption. If you think your business qualifies for exemption, contact the city directly for more information.

You may apply for a General Business Endorsement for the following cities using the Business License Application at the same time you apply for state licenses and registrations. In addition to the General Business Endorsement some cities may require other licenses, such as a Home Occupation Permit or peddlers endorsement, to conduct particular business activities. Contact the cities directly for more information.

Additional forms and city approval are required for each city.

City of Airway Heights

General Business	Variable fee
Nonprofit Business	\$0

City fees are based on the number of full time employees (see <https://dor.wa.gov/manage-business/city-license-endorsements/airway-heights/variable-fee>).

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Anacortes

General Business	\$40
Nonprofit Business	\$0

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Bainbridge Island

General Business	\$65
Nonprofit Business	\$0

Business must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Battle Ground

General Business	\$65
Nonprofit Business	\$0

Business must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Bellingham

General Business	\$40
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Note: Nonprofit businesses are required to obtain a general business endorsement.

City of Black Diamond

General Business	\$70
Nonprofit Business	\$0

Business must submit a copy of their 501(c) 3 tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Blaine

General Business	\$75
Nonprofit Business	\$0

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

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City of Bonney Lake

General Business	\$60
Nonprofit Business	\$0

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Brewster

General Business	Variable fee
Nonprofit Business	\$0

City fees are based on the number of full time employees (see <https://dor.wa.gov/manage-business/city-license-endorsements/brewster/variable-fee>).

City of Bridgeport

General Business	\$30
Nonprofit Business	\$0

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation OR by submitting a copy of their 501(c) tax exemption letter issued by the IRS.

City of Buckley

General Business	\$75
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Note: Nonprofit businesses are exempt.

City of Burien

General Business	Variable fee
Nonprofit Business	\$0

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City fees are based on the number of full time and part time employees (see <https://dor.wa.gov/manage-business/city-license-endorsements/burien/variable-fee>).

City of Burlington

General Business	Variable fee
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City fees are based on gross income (see <https://dor.wa.gov/manage-business/city-license-endorsements/burlington/variable-fee>).

City of Camas

General Business	\$10
Nonprofit Business	\$0

Town of Carbonado

General Business	\$25
Nonprofit Business	\$0

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation OR by submitting a copy of their 501(c) tax exemption letter issued by the IRS.

City of Carnation

General Business	\$75
Nonprofit Business	\$0

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Cashmere

General Business	\$50
Nonprofit Business	\$0

City of Castle Rock

General Business	\$75
Nonprofit Business	\$0

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Centralia

General Business	\$50
Nonprofit Business	\$50

City of Chehalis

General Business	\$50
Nonprofit Business	\$0

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Chelan

General Business	Variable fee
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City fees are based on the number of full time employees (see <https://dor.wa.gov/manage-business/city-license-endorsements/chelan/variable-fee>).

City of Cheney

General Business	\$30
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Note: Nonprofit businesses are exempt.

City of Clarkston

General Business	\$90
Nonprofit Business	\$0

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Cle Elum

General Business	Variable fee
Nonprofit Business	\$0

City fees are based on the number of full time employees (see <https://dor.wa.gov/manage-business/city-license-endorsements/cle-elum/variable-fee>).

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Clyde Hill

General Business	\$25
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Note: Nonprofit businesses are exempt.

City of College Place

General Business	\$20
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Town of Concrete

General Business	\$30
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City of Connell

General Business	\$30
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Note: Nonprofit businesses are exempt.

Town of Coulee Dam

General Business **\$75**

City of Covington

General Business **\$60**
Nonprofit Business **\$0**

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

Town of Darrington

General Business **\$25**
Nonprofit Business **\$25**

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Deer Park

General Business **\$30**

Note: Nonprofit businesses are exempt.

City of DuPont

General Business **\$75**
Nonprofit Business **\$0**

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Duvall

General Business **\$55**
Nonprofit Business **\$0**

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of East Wenatchee

General Business **Variable fee**
Nonprofit Business **\$0**

City fees are based on the number of full time employees (see <https://dor.wa.gov/manage-business/city-license-endorsements/east-wenatchee/variable-fee>).

Business must submit a copy of their 501(c) 3 tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

Town of Eatonville

General Business **\$50**

Note: Nonprofit businesses are exempt.

City of Edgewood

General Business **\$40**

Note: Nonprofit businesses are exempt.

City of Edmonds

General Business **\$125**
Nonprofit Business **\$0**

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Ellensburg

General Business **Variable fee**
Nonprofit Business **\$0**

City fees are based on the number of full time employees (see <https://dor.wa.gov/manage-business/city-license-endorsements/ellensburg/variable-fee>).

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Entiat

General Business **Variable fee**

City fees are based on the number of full time and part time employees (see <https://dor.wa.gov/manage-business/city-license-endorsements/entiat/variable-fee>).

City of Enumclaw

General Business **\$50**

Note: Nonprofit business licenses must be obtained directly from the City of Enumclaw at 360-825-3593.

City of Ephrata

General Business **\$120**

Note: Nonprofit businesses are exempt.

City of Everson

General Business **\$30**

Note: Nonprofit businesses are exempt.

City of Federal Way

General Business **Variable fee**
Nonprofit Business **\$0**

City fees are based on the number of full time employees (see <https://dor.wa.gov/manage-business/city-license-endorsements/federal-way/variable-fee>).

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Ferndale

General Business **Variable fee**
Nonprofit Business **\$0**

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City fees are based on the number of employees (see <https://dor.wa.gov/manage-business/city-license-endorsements/ferndale/variable-fee>).

City of Fife

General Business **Variable fee**
Nonprofit Business **\$0**

City fees are based on the number of full time employees (see <https://dor.wa.gov/manage-business/city-license-endorsements/fife/variable-fee>).

Businesses must submit a copy of their 501(c) 3 tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Fircrest

General Business	\$75
Nonprofit Business	\$0

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

Town of Friday Harbor

General Business	\$50
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Note: Nonprofit businesses are exempt.

City of George

General Business	\$25
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Note: Nonprofit businesses are exempt.

City of Gig Harbor

General Business	\$40
Nonprofit Business	\$0

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Gold Bar

General Business	\$50
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Note: Nonprofit businesses are exempt.

City of Grand Coulee

General Business	\$60
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City of Grandview

General Business	\$50
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Note: Nonprofit businesses are exempt.

City of Granger

General Business	\$50
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Note: Nonprofit businesses are exempt.

City of Granite Falls

General Business	\$45
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Note: Nonprofit businesses are exempt.

Town of Hamilton

General Business	\$50
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City of Ilwaco

General Business	\$125
Nonprofit Business	\$0

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Issaquah

General Business	\$60
Nonprofit Business	\$0

A business with less than \$3,000 gross annual income is exempt from this city's business endorsement requirement.

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Kalama

General Business	\$100
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Note: Nonprofit businesses are exempt.

City of Kelso

General Business	\$50
Nonprofit Business	\$0

Businesses must submit a copy of their 501(c) 3 tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Kenmore

General Business	\$10
Nonprofit Business	\$0

Note: Businesses located **outside** of the City of Kenmore are not required to obtain a city endorsement.

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Kennewick

General Business	\$55
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City has a per employee fee (see <https://dor.wa.gov/manage-business/city-license-endorsements/kennewick/variable-fee>).

Note: Nonprofit businesses are exempt.

City of Kirkland

General Business	Variable fee
Nonprofit Business	\$0

City fees are based on the number of full time employees (see <https://dor.wa.gov/manage-business/city-license-endorsements/kirkland/variable-fee>).

Businesses must submit a copy of their 501(c) 3 tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of La Center

General Business	\$50
Nonprofit Business	\$0

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Lacey

General Business	\$25
Nonprofit Business	\$0

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Lake Stevens

General Business	\$40
Nonprofit Business	\$0

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Lakewood

General Business	\$60
Nonprofit Business	\$0

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Leavenworth

General Business	Variable fee
Nonprofit Business	\$0

City fees are based on the number of full time employees (see *City of Leavenworth information at <http://dor.wa.gov/manage-business/city-license-endorsements/leavenworth/variable-fee>*).

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Liberty Lake

General Business	\$26
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Note: Nonprofit businesses are exempt if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Long Beach

General Business	\$125
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Note: Nonprofit businesses are exempt.

City of Longview

General Business	\$50
Nonprofit Business	\$50

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

Town of Lyman

General Business	\$42
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City of Lynden

General Business	\$50
Nonprofit Business	\$0

City of Lynnwood

General Business	Variable fee
Nonprofit Business	\$0

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City fees are based on the number of full time and part time employees (see <https://dor.wa.gov/manage-business/city-license-endorsements/lynnwood/variable-fee>).

City of Maple Valley

General Business	\$10
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Charitable or nonprofit organizations are exempt from the endorsement requirement if they maintain IRS 501 (c) tax status.

City of Marysville

General Business	\$65
Nonprofit Business	\$0

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Medical Lake

General Business	\$30
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Note: Businesses located outside of the City of Medical Lake are not required to obtain a city endorsement.

Nonprofit businesses are exempt.

City of Mercer Island

General Business	\$30
Nonprofit Business	\$30

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Mill Creek

General Business	Variable fee
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City fees are based on the number of full time and part time employees (see <https://dor.wa.gov/manage-business/city-license-endorsements/mill-creek/variable-fee>).

City of Millwood

General Business	\$5
Nonprofit Business	\$5

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Milton

General Business	Variable fee
Nonprofit Business	\$0

City fees are based on employees (see <https://dor.wa.gov/manage-business/city-license-endorsements/milton/variable-fee>).

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Monroe

General Business	\$50
Nonprofit Business	\$0

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Moses Lake

General Business	\$85
Nonprofit Business	\$0

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Mount Vernon

General Business	\$50
Nonprofit Business	\$0

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Mountlake Terrace

General Business	Variable fee
Nonprofit Business	\$0

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation OR by submitting a copy of their 501(C) tax exemption letter issued by the IRS.

City fees are based on the number of full time and part time employees (see <https://dor.wa.gov/manage-business/city-license-endorsements/mountlake-terrace/variable-fee>).

City of Mukilteo

General Business	Variable fee
Nonprofit Business	\$0

City fees are based on the number of full time employees (see <https://dor.wa.gov/manage-business/city-license-endorsements/mukilteo/variable-fee>).

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Napavine

General Business	\$50
Nonprofit Business	\$50

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Newcastle

General Business	\$31
Nonprofit Business	\$0

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

Note: Nonprofit businesses are exempt.

City of Normandy Park

General Business	\$84
Nonprofit Business	\$0

Businesses must submit a copy of their 501(c) 3 tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of North Bend

General Business	\$35
Nonprofit Business	\$35

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Oakville

General Business	\$25
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Note: Nonprofit businesses are exempt.

City of Olympia

General Business	\$30
Nonprofit Business	\$0

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Omak

General Business	\$10
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Note: Nonprofit businesses are exempt.

City of Orting

General Business	\$50
Nonprofit Business	\$0

Businesses must submit a copy of their 501(c) 3 tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Othello

General Business	\$80
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Note: Nonprofit businesses are exempt.

City of Pasco

General Business	Variable fee
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City fees are based on the number of full time employees (see <https://dor.wa.gov/manage-business/city-license-endorsements/pasco/variable-fee>).

City of Port Orchard

General Business	\$35
Nonprofit Business	\$0

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Port Townsend

General Business	Variable fee
Nonprofit Business	\$0

City fees are based on gross income (see <https://dor.wa.gov/manage-business/city-license-endorsements/port-townsend/variable-fee>).

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Poulsbo

General Business	\$65
Nonprofit Business	\$0

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Prosser

General Business	\$50
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Note: Nonprofit businesses are exempt.

City of Pullman

General Business	\$15
Nonprofit Business	\$0

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Puyallup

General Business	Variable fee
Nonprofit Business	\$0

City fees based on the number of employees (see <https://dor.wa.gov/manage-business/city-license-endorsements/puyallup/variable-fee>).

Businesses must submit a copy of their 501(c) 3 tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Quincy

General Business	\$40
Nonprofit Business	\$0

Businesses must submit a copy of their 501(c) 3 tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Raymond

General Business	Variable fee
Nonprofit Business	Variable fee

City fees are based on the number of full time employees (see <https://dor.wa.gov/manage-business/city-license-endorsements/raymond/variable-fee>).

City of Republic

General Business	\$50
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Note: Nonprofit businesses are exempt.

City of Richland

General Business	\$40
Per employee fee (first 2 employees free)	\$12
Property rental fee (per rental unit)	\$2

Note: Nonprofit businesses are exempt.

City of Ridgefield

General Business	\$50
Nonprofit Business	\$0

City of Ritzville

General Business	\$30
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Note: Nonprofit businesses are exempt.

Town of Rockford

General Business	\$15
Nonprofit Business	\$0

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation OR by submitting a copy of their 501(c) tax exemption letter issued by the IRS.

City of Roy

General Business	\$45
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City of Ruston

General Business	\$40
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City of Sammamish

General Business	\$15
Nonprofit Business	\$0

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of SeaTac

General Business	Variable fee
Nonprofit Business	\$0

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City fees are based on the number of full time employees (see <https://dor.wa.gov/manage-business/city-license-endorsements/seatac/variable-fee>).

City of Sedro Woolley

General Business	\$35
Nonprofit Business	\$0

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Sequim

General Business	\$56
Nonprofit Business	\$56

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Shelton

General Business	\$50
Nonprofit Business	\$0

Businesses must submit a copy of their 501(c) 3 tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

Town of Skykomish

General Business	\$50
Nonprofit Business	\$0

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Snohomish

General Business	Variable fee
Nonprofit Business	\$0

City fees are based on the number of full time employees (see <https://dor.wa.gov/manage-business/city-license-endorsements/snohomish/variable-fee>).

City of Soap Lake

General Business	\$50
Nonprofit Business	\$0

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the

City of South Bend

General Business	\$50
Nonprofit Business	\$50

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Spokane

General Business	\$120
Nonprofit Business	\$60

City has a per employee fee that varies (see <https://dor.wa.gov/manage-business/city-license-endorsements/spokane/variable-fee>).

To qualify for the nonprofit endorsement, the business must be registered with the Office of Secretary of State as a nonprofit corporation under Chapter 24.03 RCW **AND** submit a copy of their 501(c) 3 or 501(c) 4 tax exemption letter issued by the IRS.

City of Spokane Valley

General Business	\$13
Nonprofit Business	\$3

In addition to the general business endorsement, a Home Occupation Permit is required for businesses that conduct any part of business from their home in Spokane Valley. A Home Occupation Permit fee will be assessed if there is any exterior alterations to the residence, business deliveries, client visits, signs, or nonresident employees. For information contact the Planning Dept. at 509-720-5240.

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation or by submitting a copy of the business IRS 501(c) certificate with their Business License Application.

Town of Springdale

General Business	\$50
Nonprofit Business	\$0

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Stanwood

General Business	\$50
Nonprofit Business	\$0

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

Town of Steilacoom

General Business	Variable fee
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Note: Nonprofit businesses are exempt.

Town fees are based on the number of full time and part time employees (see <https://dor.wa.gov/manage-business/city-license-endorsements/steilacoom/variable-fee>).

City of Sultan

General Business	\$25
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Note: Nonprofit businesses are exempt.

City of Sumner

General Business	\$50
Nonprofit Business	\$0

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Sunnyside

General Business	Variable fee
Nonprofit Business	\$0

City fees are based on the number of full time employees (see <https://dor.wa.gov/manage-business/city-license-endorsements/sunnyside/variable-fee>).

Businesses must submit a copy of their 501(c) 3 tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Tenino

General Business	\$55
Nonprofit Business	\$0

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Toppenish

General Business	Variable fee
Nonprofit Business	\$0

City fees are based on the number of full time employees (see <https://dor.wa.gov/manage-business/city-license-endorsements/toppenish/variable-fee>).

City of Tukwila

General Business	Variable fee
Nonprofit Business	\$0

City fees are based on the number of full time and part time employees (see <https://dor.wa.gov/manage-business/city-license-endorsements/tukwila/variable-fee>).

Businesses must submit a copy of their 501(c) 3 tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Tumwater

General Business	\$50
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Includes canvassers, peddlers, solicitors and mobile units as well as other commercial businesses.

Nonprofit Business	\$0
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Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation. Nonprofit organizations located outside of the city are exempt from city license.

City of University Place

General Business	\$50
Nonprofit Business	\$0

Home based businesses with less than \$12,000 gross

City of Vancouver

General Business	Variable fee
Nonprofit Business	\$200

See <https://dor.wa.gov/manage-business/city-license-endorsements/vancouver/variable-fee> for fee details.

Businesses must submit a copy of its IRS 501(c) tax exemption letter to qualify for the nonprofit endorsement.

City of Washougal

General Business	\$50
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Note: Nonprofit businesses are required to obtain a general business endorsement.

City of Wenatchee

General Business	Variable fee
Nonprofit Business	\$0

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City fees are based on the number of full time employees (See <https://dor.wa.gov/manage-business/city-license-endorsements/wenatchee/variable-fee>).

\$50

City of West Richland

General Business	\$40
Nonprofit Business	\$0

City of Woodinville

General Business	\$39
Nonprofit Business	\$0

Businesses must submit a copy of their 501(c) 3 tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

Town of Woodway

General Business	\$50
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Note: Nonprofit businesses are exempt.

Town of Yacolt

General Business	\$50
Nonprofit Business	\$0

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Yakima

General Business	Variable fee
Nonprofit Business	\$0

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City fees are based on the number of full time and part time employees (see <https://dor.wa.gov/manage-business/city-license-endorsements/yakima/variable-fee>).

City of Yelm

General Business	\$35
Nonprofit Business	\$0

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City Contacts:

Airway Heights	509-224-5578	Lynnwood	425-670-5421
Anacortes	360-299-1968	Maple Valley	425-413-8800
Bainbridge Island	206-780-8591	Marysville	360-363-8202
Battle Ground	360-342-5047	Medical Lake	509-565-5000
Bellingham	360-778-8025	Mercer Island	206-275-7783
Black Diamond	360-886-5700	Mill Creek	425-745-1891
Blaine	360-332-8311	Millwood	509-924-0960
Bonney Lake	253-862-8602	Milton	253-922-8733
Brewster	509-689-3464	Monroe	360-794-7400
Bridgeport	509-686-4041	Moses Lake	509-764-3717
Buckley	360-829-1921	Mount Vernon	360-336-6202
Burien	206-248-4647	Mountlake Terrace	425-776-1161
Burlington	360-755-9486	Mukilteo	425-263-8035
Camas	360-834-2462	Napavine	360-262-3547
Carbonado	360-829-0125	Newcastle	425-649-4444
Carnation	425-333-4192	Normandy Park	206-248-8548
Cashmere	509-782-3513	North Bend	425-831-6200
Castle Rock	360-274-8181	Oakville	360-273-8916
Centralia	360-330-7670	Olympia	360-753-8327
Chehalis	360-345-2229	Omak	509-826-1170
Chelan	509-682-8017	Orting	360-893-2219
Cheney	509-498-9200	Othello	509-488-5686
Clarkston	509-758-5541	Pasco	509-545-3402
Cle Elum	509-674-2262	Port Orchard	360-876-7020
Clyde Hill	425-453-7800	Port Townsend	360-385-2700
College Place	509-525-0510	Poulsbo	360-394-9880
Concrete	360-853-8401	Prosser	509-786-2332
Connell	509-234-2701	Pullman	509-338-3342
Coulee Dam	509-633-0320	Puyallup	253-841-4321
Covington	253-638-1110	Quincy	206-787-3523
Darrington	360-436-1131	Raymond	360-942-4100
Deer Park	509-276-8801	Republic	509-775-3216
DuPont	253-964-8121	Richland	509-942-1104
Duvall	425-788-1185	Ridgefield	360-887-3908
East Wenatchee	509-884-9515	Ritzville	509-659-1930
Eatonville	360-832-3361	Rockford	509-291-4716
Edgewood	253-952-3299	Roy	253-843-1113
Edmonds	425-775-2525	Ruston	253-759-3544
Ellensburg	509-925-8608	Sammamish	425-295-0500
Entiat	509-784-1500	SeaTac	206-973-4880
Enumclaw	360-825-3593	Sedro Woolley	360-855-0929
Ephrata	509-754-4601	Sequim	360-683-4908
Everson	360-966-3411	Shelton	360-432-5108
Federal Way	253-835-2526	Skykomish	360-677-2388
Ferndale	360-685-2386	Snohomish	360-586-3115
Fife	253-896-8615	Soap Lake	509-246-1211
Fircrest	253-564-8901	South Bend	360-875-5571
Friday Harbor	360-378-2810	Spokane	509-625-6070
George	509-785-5081	Spokane Valley	509-921-1000
Grand Coulee	509-633-1150	Springdale	509-258-7258
Grandview	509-882-9200	Stanwood	360-629-2181
Granger	509-854-1725	Steilacoom	259-581-1912
Gig Harbor	253-851-8136	Sultan	360-793-2231
Gold Bar	360-793-1101	Sumner	253-863-8300
Granite Falls	360-691-6441	Sunnyside	509-837-7999
Hamilton	360-826-3027	Tenino	360-264-2368
Ilwaco	360-642-3145	Toppenish	509-865-2080
Issaquah	425-837-3100	Tukwila	206-433-1833
Kalama	360-673-4555	Tumwater	360-754-4136
Kelso	360-423-0900	Union Gap	509-248-0432
Kenmore	425-398-8900	University Place	253-566-5656
Kennewick	509-585-4268	Vancouver	360-487-8448
Kirkland	425-587-3140	Walla Walla	509-524-4710
La Center	360-263-8656	Washougal	360-835-8501
Lacey	360-491-3212	Waterville	509-745-8307
Lake Stevens	425-334-1012	Wenatchee	509-888-3200
Lakewood	253-983-7839	West Richland	509-967-3431
Leavenworth	509-548-5275	Woodinville	425-877-2261
Liberty Lake	509-755-6700	Woodway	206-542-4443
Long Beach	360-642-4421	Yacolt	360-686-3922
Longview	360-442-5000	Yakima	509-575-6126
Lyman	360-826-3033	Yelm	360-458-8437
Lynden	360-354-2829		

Additional cities may join the Business Licensing Service. Visit <http://bls.dor.wa.gov/citycounty.aspx> or call 360-705-6741 for a current listing.