



**Master License Service**  
 Department of Licensing  
 PO Box 9034  
 Olympia WA 98507-9034  
 Telephone (360) 664-1400

## City Business License Addendum Instructions

**Instructions:**

1. Complete Side A (page 2) of the addendum to apply for a city license where your business is physically located inside city limits (resident).
2. Complete Side B (page 3) of the addendum to apply for licenses with other cities to which you will travel to conduct business (non-resident).
3. In Section 2 of the Master Business Application, write the city name and fee for each city you indicated on Side A and Side B of the addendum.
4. Complete a separate Master Business Application and City Addendum form for each **physical** business location.

**Please Note:**

- City licenses must be approved by the city before business may begin. City Land Use, Building and Fire codes and ordinances may be applicable. Contact each city directly for more information.
- You must apply for business licensure directly with cities not listed on this form. Contact the Master License Service regarding City of Richland business information.
- Businesses located **outside** the Cities of Monroe and Pullman are not required to be licensed by the city.

Use the city names and fees below to complete Side A and Side B of the  
 City Business License Addendum on page 2 and 3 of this form.

Anacortes .....	\$30	Longview .....	\$50
Bellevue .....	\$30	Marysville .....	\$50
Blaine.....	\$65	Monroe (located inside city limits only).....	\$50
Bonney Lake.....	\$60	Port Orchard.....	\$30
Buckley .....	\$75	Port Townsend .....	\$28
Clyde Hill .....	\$25	Prosser .....	\$50
Covington .....	\$39	Pullman (located inside city limits only) .....	\$20
Duvall.....	\$55	Ruston .....	\$40
Eatonville .....	\$50	Sammamish.....	\$15
Fircrest.....	\$65	Sequim .....	\$75
Gig Harbor .....	\$30	Shoreline .....	\$40
Granite Falls .....	\$45	Skykomish .....	\$50
Ilwaco .....	\$125	Spokane Valley .....	\$13
Issaquah .....	\$60	Stanwood.....	\$35
Lake Stevens .....	\$40	Sultan .....	\$75
Leavenworth .....	\$115	Sumner .....	\$40
Liberty Lake .....	\$26	Tumwater .....	\$50
Long Beach .....	\$125		

***If the city you are looking for is not listed above, you must contact that particular city directly for licensing information.***



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UBI
Owner name

## City Business License Addendum

### Side A: For a business physically located inside city limits (resident)

This form must be submitted with a completed Master Business Application form and required fees.

Refer to the instructions and list of cities on page 1 of this form.

**A Complete this section for a city license if your business is physically located inside city limits.**

1. From the city names and fees listed on page 1 of this form, indicate the city where your business is physically located and the associated fee amount:

City name	Fee amount \$
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2. First date of business in the city indicated: \_\_\_\_\_
3. Have you ever held a business license in the city you indicated above? .....  Yes  No  
 If yes, note the city license number of your previous business (if known): \_\_\_\_\_
4. Will you use or store any hazardous or flammable materials at this location? .....  Yes  No
5. Are you conducting the business from a residence? .....  Yes  No  
 If yes, will business customers be visiting the residence? .....  Yes  No  
*Some cities have special home occupation regulations, please contact the city for more information.*

6. Square feet of floor space utilized by your business at this location: \_\_\_\_\_

7. Give the name and phone number of two after-hours Emergency Contact persons for this business location:

Name	Phone number (     )
Name	Phone number (     )

8. Are you applying as a nonprofit organization? .....  Yes  No  
 If yes, attach a copy of your IRS tax exemption certificate issued under section 501(c) of the IRS code.
9. Are you a general or specialty construction contractor? .....  Yes  No  
 If yes, provide the Dept. of Labor & Industries registration number (if known): \_\_\_\_\_

10. Mark any of the following activities that will be conducted at or from this business location:
- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Sexually Oriented Business | <input type="checkbox"/> Charging Admission  | <input type="checkbox"/> Amusement Devices / Arcades  |
| <input type="checkbox"/> Adult Entertainment        | <input type="checkbox"/> Taxi or For Hire Service / Dispatch                             | <input type="checkbox"/> Ambulance Service / Dispatch |
| <input type="checkbox"/> Gambling                   | <input type="checkbox"/> Utility (telephone/cellular/ISP, cable, gas, electric, garbage) |   |

**Note:** In Section 2 of the Master Business Application, write the city name and fee indicated above.



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## City Business License Addendum

### Side B: For a business physically located outside city limits (non-resident)

This form must be submitted with a completed Master Business Application form and required fees.  
 Refer to the instructions and list of cities on page 1 of this form.

**B Complete this section for city licenses if there is no physical location inside the city limits.**

1. From the cities and fees shown on page 1, list all the cities where you will travel into to conduct business.

City name	First date of business	Previous city license number (if known)	Fee amount
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
<b>Total amount due for non-resident cities</b>			\$

2. Are you applying for your business as a nonprofit organization? .....  Yes  No  
 If yes, attach a copy of your IRS tax exemption certificate issued under section 501(c) of the IRS code.
3. Are you a general or specialty construction contractor?.....  Yes  No  
 If yes, provide the Dept. of Labor & Industries registration number (if known): \_\_\_\_\_
4. Do you provide utility service (telephone/cellular/ISP, cable, gas, electric, garbage)? .....  Yes  No

**Note:** In Section 2 of the Master Business Application, write the city names and fees indicated above.