

## Form 700 060

Business Licensing Service  
PO Box 9034  
Olympia WA 98507-9034  
360-705-6741  
[BLS@dor.wa.gov](mailto: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](http://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:

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.

- 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:

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

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
			\$			\$	\$	\$
			\$			\$	\$	\$
			\$			\$	\$	\$
			\$			\$	\$	\$
			\$			\$	\$	\$
			\$			\$	\$	\$
			\$			\$	\$	\$
			\$			\$	\$	\$
			\$			\$	\$	\$
			\$			\$	\$	\$

## 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](http://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 [dor.wa.gov/businesslicense](https://dor.wa.gov/businesslicense)**

Online applications are typically processed within ten business days.

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

If you have city or state endorsements, it may take an additional 2-3 weeks to receive your business license due to approval time.

### 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

Add endorsement to existing location

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.

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) - *Required if you will have employees*

\$0.00

Unemployment Insurance - *Required if you will have employees*

\$0.00

Minor Work Permit - *Required if you will have employees under age 18*

\$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):

Trade name	Fee
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$

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:**

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](http://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 <a href="http://lni.wa.gov/workers-rights/youth-employment/how-to-hire-minors">lni.wa.gov/workers-rights/youth-employment/how-to-hire-minors</a> )
16-17		
14-15		
Under 14		

Before checking under age 14, please complete required documents. See publication F700-118-000 at [lni.wa.gov/forms-publications/F700-118-000.pdf](http://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](http://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?

## Form 700 032

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

# City Fee Sheet

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 Aberdeen

General Business	<b>\$25</b>
Nonprofit Business	<b>\$0</b>

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

### City of Airway Heights

General Business	<b>Variable fee</b>
Nonprofit Business	<b>\$0</b>

City fees are based on the number of full time employees (see [dor.wa.gov/AirwayHeights](http://dor.wa.gov/AirwayHeights)).

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

### City of Algona

General Business	<b>\$250</b>
Nonprofit Business	<b>\$0</b>

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

### City of Anacortes

General Business	<b>\$40</b>
Nonprofit Business	<b>\$0</b>

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

### City of Arlington

General Business	<b>\$60</b>
Nonprofit Business	<b>\$0</b>

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

### City of Bainbridge Island

General Business	<b>\$65</b>
Nonprofit Business	<b>\$0</b>

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 Benton City**

General Business	\$55
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**City of Bingen**

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 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.

**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 Bremerton**

General Business	\$75
Nonprofit Business	\$75

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

**City of Brewster**

General Business	Variable fee
Nonprofit Business	\$0

City fees are based on the number of full time employees (see [dor.wa.gov/Brewster](http://dor.wa.gov/Brewster)).

**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 Brier**

General Business	\$250
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**City of Buckley**

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

**Town of Bucoda**

General Business	\$35
Nonprofit Business	\$0

**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 [dor.wa.gov/Burien](http://dor.wa.gov/Burien)).

**City of Burlington**

General Business	Variable fee
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City fees are based on gross income (see [dor.wa.gov/Burlington](http://dor.wa.gov/Burlington)).

**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.

**Town of Cathlamet**

General Business	Variable fee
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City fees are based on gross income (see [dor.wa.gov/Cathlamet](http://dor.wa.gov/Cathlamet)).

**City of Centralia**

General Business	\$50
Nonprofit Business	\$50

**City of Chehalis**

General Business	<b>\$50</b>
Nonprofit Business	<b>\$0</b>

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	<b>Variable fee</b>
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City fees are based on the number of full time employees (see [dor.wa.gov/Chelan](http://dor.wa.gov/Chelan)).

**City of Cheney**

General Business	<b>\$30</b>
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Note: Nonprofit businesses are exempt.

**City of Clarkston**

General Business	<b>\$90</b>
Nonprofit Business	<b>\$0</b>

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	<b>Variable fee</b>
Nonprofit Business	<b>\$0</b>

City fees are based on the number of full time employees (see [dor.wa.gov/CleElum](http://dor.wa.gov/CleElum)).

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	<b>\$25</b>
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Note: Nonprofit businesses are exempt.

**City of College Place**

General Business	<b>\$20</b>
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**City of Colville**

General Business	<b>\$10</b>
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**Town of Concrete**

General Business	<b>\$30</b>
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**City of Connell**

General Business	<b>\$30</b>
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Note: Nonprofit businesses are exempt.

**City of Cosmopolis**

General Business	<b>\$50</b>
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**Town of Coulee Dam**

General Business	<b>\$75</b>
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**City of Covington**

General Business	<b>\$65</b>
Nonprofit Business	<b>\$0</b>

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	<b>\$25</b>
Nonprofit Business	<b>\$25</b>

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	<b>\$30</b>
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Note: Nonprofit businesses are exempt.

**City of DuPont**

General Business	<b>\$75</b>
Nonprofit Business	<b>\$0</b>

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	<b>\$55</b>
Nonprofit Business	<b>\$0</b>

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	<b>Variable fee</b>
Nonprofit Business	<b>\$0</b>

City fees are based on the number of full time employees (see [dor.wa.gov/EastWenatchee](http://dor.wa.gov/EastWenatchee)).

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	<b>\$50</b>
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Note: Nonprofit businesses are exempt.

**City of Edgewood**

General Business	<b>\$40</b>
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Note: Nonprofit businesses are exempt.

**City of Edmonds**

General Business	<b>\$125</b>
Nonprofit Business	<b>\$0</b>

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

**City of Electric City**

General Business	<b>\$60</b>
Nonprofit Business	<b>\$60</b>

**City of Ellensburg**

General Business	<b>Variable fee</b>
Nonprofit Business	<b>\$0</b>

City fees are based on the number of full time employees (see [dor.wa.gov/Ellensburg](http://dor.wa.gov/Ellensburg)).

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

**City of Elma**

General Business	<b>\$25</b>
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**City of Entiat**

General Business **Variable fee**  
 City fees are based on the number of full time and part time employees (see [dor.wa.gov/Entiat](http://dor.wa.gov/Entiat)).

**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 [dor.wa.gov/FederalWay](http://dor.wa.gov/FederalWay)).

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 [dor.wa.gov/Ferndale](http://dor.wa.gov/Ferndale)).

**City of Fife**

General Business **Variable fee**

Nonprofit Business **\$0**

City fees are based on the number of full time employees (see [dor.wa.gov/Fife](http://dor.wa.gov/Fife)).

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**

Note: Nonprofit businesses are exempt.

**City of George**

General Business **\$25**

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**

Note: Nonprofit businesses are exempt.

**City of Goldendale**

General Business **\$60**

**City of Grand Coulee**

General Business **\$60**

**City of Grandview**

General Business **\$50**

Note: Nonprofit businesses are exempt.

**City of Granger**

General Business **\$50**

Note: Nonprofit businesses are exempt.

**City of Granite Falls**

General Business **\$45**

Note: Nonprofit businesses are exempt.

**Town of Hamilton**

General Business **\$50**

**Town of Harrah**

General Business **\$10**

**City of Hoquiam**

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 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**

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 [dor.wa.gov/Kennewick](http://dor.wa.gov/Kennewick)).

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 [dor.wa.gov/Kirkland](http://dor.wa.gov/Kirkland)).

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 Kittitas**

General Business	Variable fee
Nonprofit Business	Variable fee

City fees are based on the number of full time employees (see [dor.wa.gov/Kittitas](http://dor.wa.gov/Kittitas)).

**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 [dor.wa.gov/Leavenworth](http://dor.wa.gov/Leavenworth)*).

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 [dor.wa.gov/Lynnwood](http://dor.wa.gov/Lynnwood)).

**City of Mabton**

General Business	\$60
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**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 Mattawa**

General Business	\$50
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**City of Medical Lake**

General Business	<b>\$30</b>
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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	<b>\$30</b>
Nonprofit Business	<b>\$30</b>

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	<b>Variable fee</b>
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City fees are based on the number of full time and part time employees (see [dor.wa.gov/MillCreek](http://dor.wa.gov/MillCreek)).

**City of Millwood**

General Business	<b>\$30</b>
Nonprofit Business	<b>\$30</b>

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	<b>Variable fee</b>
Nonprofit Business	<b>\$0</b>

City fees are based on employees (see [dor.wa.gov/Milton](http://dor.wa.gov/Milton)).

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	<b>\$50</b>
Nonprofit Business	<b>\$0</b>

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

**City of Montesano**

General Business	<b>\$50</b>
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**City of Moses Lake**

General Business	<b>\$85</b>
Nonprofit Business	<b>\$0</b>

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	<b>\$50</b>
Nonprofit Business	<b>\$0</b>

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	<b>Variable fee</b>
Nonprofit Business	<b>\$0</b>

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 [dor.wa.gov/MountlakeTerrace](http://dor.wa.gov/MountlakeTerrace)).

**City of Moxee**

General Business	<b>Variable fee</b>
Nonprofit Business	<b>\$0</b>

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 [dor.wa.gov/Moxee](http://dor.wa.gov/Moxee)).

**City of Mukilteo**

General Business	<b>Variable fee</b>
Nonprofit Business	<b>\$0</b>

City fees are based on the number of full time employees (see [dor.wa.gov/Mukilteo](http://dor.wa.gov/Mukilteo)).

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

**Town of Naches**

General Business	<b>\$40</b>
Nonprofit Business	<b>\$0</b>

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	<b>\$50</b>
Nonprofit Business	<b>\$50</b>

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	<b>\$31</b>
Nonprofit Business	<b>\$0</b>

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	<b>\$86</b>
Nonprofit Business	<b>\$0</b>

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	<b>\$35</b>
Nonprofit Business	<b>\$35</b>

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



**City of North Bonneville**

General Business	\$25
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 Oakville**

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

**City of Ocean Shores**

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 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 Pacific**

General Business	Variable fee
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 fees are based on the number of full time employees (see [dor.wa.gov/Pacific](http://dor.wa.gov/Pacific)).

**City of Pasco**

General Business	Variable fee
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City fees are based on the number of full time employees (see [dor.wa.gov/Pasco](http://dor.wa.gov/Pasco)).

**Town of Pe Ell**

General Business	\$25
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**City of Pomeroy**

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 [dor.wa.gov/Pomeroy](http://dor.wa.gov/Pomeroy)).

**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 [dor.wa.gov/PortTownsend](http://dor.wa.gov/PortTownsend)).

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 [dor.wa.gov/Puyallup](http://dor.wa.gov/Puyallup)).

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 Rainier**

General Business	\$35
Nonprofit Business	\$5

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

**City of Raymond**

General Business	Variable fee
Nonprofit Business	\$0

City fees are based on the number of full time employees (see [dor.wa.gov/Raymond](http://dor.wa.gov/Raymond)).

**City of Redmond**

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 [dor.wa.gov/Redmond](http://dor.wa.gov/Redmond)).

**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.

**City of Rock Island**

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 [dor.wa.gov/RockIsland](http://dor.wa.gov/RockIsland)).

**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 Roslyn**

General Business	Variable fee
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City fees based on the number of employees (see [dor.wa.gov/Roslyn](http://dor.wa.gov/Roslyn)).

**City of Roy**

General Business	\$45
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**City of Royal City**

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 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 [dor.wa.gov/Seatac](http://dor.wa.gov/Seatac)).

**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 [dor.wa.gov/Snohomish](http://dor.wa.gov/Snohomish)).

**City of Soap Lake**

General Business	<b>\$50</b>
Nonprofit Business	<b>\$0</b>

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

**City of South Bend**

General Business	<b>\$50</b>
Nonprofit Business	<b>\$50</b>

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

**Town of South Cle Elum**

General Business	<b>\$50</b>
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**Town of South Prairie**

General Business	<b>Variable fee</b>
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Town fees are based on the number of full time and part time employees (see [dor.wa.gov/SouthPrairie](http://dor.wa.gov/SouthPrairie)).

**City of Spokane**

General Business	<b>\$120</b>
Nonprofit Business	<b>\$60</b>

City has a per employee fee that varies (see [dor.wa.gov/Spokane](http://dor.wa.gov/Spokane)).

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	<b>\$25</b>
Nonprofit Business	<b>\$10</b>

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	<b>\$50</b>
Nonprofit Business	<b>\$0</b>

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	<b>\$50</b>
Nonprofit Business	<b>\$0</b>

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	<b>Variable fee</b>
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Note: Nonprofit businesses are exempt.

Town fees are based on the number of full time and part time employees (see [dor.wa.gov/Steilacoom](http://dor.wa.gov/Steilacoom)).

**City of Stevenson**

General Business	<b>\$10</b>
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**City of Sultan**

General Business	<b>\$25</b>
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Note: Nonprofit businesses are exempt.

**City of Sumas**

General Business	<b>\$25</b>
Nonprofit Business	<b>\$0</b>

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

**City of Sumner**

General Business	<b>\$50</b>
Nonprofit Business	<b>\$0</b>

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	<b>Variable fee</b>
Nonprofit Business	<b>\$0</b>

City fees are based on the number of full time employees (see [dor.wa.gov/Sunnyside](http://dor.wa.gov/Sunnyside)).

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	<b>\$55</b>
Nonprofit Business	<b>\$0</b>

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

**City of Tieton**

General Business	<b>Variable fee</b>
Nonprofit Business	<b>\$0</b>

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 [dor.wa.gov/Tieton](http://dor.wa.gov/Tieton)).

**City of Toledo**

General Business	<b>\$40</b>
Nonprofit Business	<b>\$0</b>

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	<b>Variable fee</b>
Nonprofit Business	<b>\$0</b>

City fees are based on the number of full time employees (see [dor.wa.gov/Toppenish](http://dor.wa.gov/Toppenish)).

**City of Tukwila**

General Business	<b>Variable fee</b>
Nonprofit Business	<b>\$0</b>

City fees are based on the number of full time and part time employees (see [dor.wa.gov/Tukwila](http://dor.wa.gov/Tukwila)).

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	<b>\$50</b>
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Includes canvassers, peddlers, solicitors and mobile units as well as other commercial businesses.

Nonprofit Business	<b>\$0</b>
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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 Union Gap**

General Business	<b>Variable fee</b>
Nonprofit Business	<b>Variable fee</b>

City fees are based on the number of full time and parttime employees (see [dor.wa.gov/UnionGap](http://dor.wa.gov/UnionGap)).

**City of University Place**

General Business	<b>\$50</b>
Nonprofit Business	<b>\$0</b>

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

**City of Vader**

General Business	<b>\$50</b>
Nonprofit Business	<b>\$50</b>

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

**City of Vancouver**

General Business	<b>Variable fee</b>
Nonprofit Business	<b>\$200</b>

See [dor.wa.gov/Vancouver](http://dor.wa.gov/Vancouver).

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

**City of Waitsburg**

General Business	<b>\$50</b>
Nonprofit Business	<b>\$0</b>

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

**City of Walla Walla**

General Business	<b>\$50</b>
Nonprofit Business	<b>\$0</b>

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

**City of Warden**

General Business	<b>\$25</b>
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**City of Washougal**

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

**City of Waterville**

General Business	<b>\$5</b>
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**City of Wenatchee**

General Business	<b>Variable fee</b>
Nonprofit Business	<b>\$0</b>

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 [dor.wa.gov/Wenatchee](http://dor.wa.gov/Wenatchee)).

**City of West Richland**

General Business	<b>\$40</b>
Nonprofit Business	<b>\$0</b>

**City of Westport**

General Business	<b>\$50</b>
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**City of White Salmon**

General Business	<b>\$75</b>
Nonprofit Business	<b>\$0</b>

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

**Town of Wilbur**

General Business	<b>\$20</b>
Nonprofit Business	<b>\$0</b>

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

**Town of Wilkeson**

General Business	<b>\$30</b>
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**Town of Wilson Creek**

General Business	<b>\$30</b>
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**City of Winlock**

General Business	<b>\$25</b>
Nonprofit Business	<b>\$0</b>

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

**Town of Winthrop**

General Business	<b>\$60</b>
Nonprofit Business	<b>\$60</b>

**City of Woodinville**

General Business	<b>\$39</b>
Nonprofit Business	<b>\$0</b>

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 Woodland**

General Business	<b>\$80</b>
Nonprofit Business	<b>\$0</b>

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

**Town of Woodway**

General Business	<b>\$50</b>
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Note: Nonprofit businesses are exempt.

**Town of Yacolt**

General Business	<b>\$50</b>
Nonprofit Business	<b>\$0</b>

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	<b>Variable fee</b>
Nonprofit Business	<b>\$0</b>

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 [dor.wa.gov/Yakima](http://dor.wa.gov/Yakima)).

**City of Yelm**

General Business	<b>\$35</b>
Nonprofit Business	<b>\$0</b>

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

**City of Zillah**

General Business	<b>\$50</b>
Nonprofit Business	<b>\$0</b>

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



**City Contacts:**

Aberdeen .....	360-537-3225	Ephrata .....	509-754-4601
Airway Heights .....	509-224-5578	Everson .....	360-966-3411
Algona .....	253-833-2897	Federal Way .....	253-835-2526
Anacortes .....	360-299-1968	Ferndale .....	360-685-2386
Arlington .....	360-403-3551	Fife .....	253-896-8615
Bainbridge Island .....	206-780-8591	Fircrest .....	253-564-8901
Battle Ground .....	360-342-5047	Friday Harbor .....	360-378-2810
Bellingham .....	360-778-8025	George .....	509-785-5081
Benton City .....	509-588-3322	Grand Coulee .....	509-633-1150
Bingen .....	509-493-2122	Grandview .....	509-882-9200
Black Diamond .....	360-886-5700	Granger .....	509-854-1725
Blaine .....	360-332-8311	Gig Harbor .....	253-851-8136
Bonney Lake .....	253-862-8602	Gold Bar .....	360-793-1101
Bremerton .....	360-437-5311	Goldendale .....	509-773-3771
Brewster .....	509-689-3464	Granite Falls .....	360-691-6441
Bridgeport .....	509-686-4041	Hamilton .....	360-826-3027
Brier .....	425-775-5440	Harrah .....	509-848-2430
Buckley .....	360-829-1921	Hoquiam .....	360-538-3968
Bucoda .....	360-278-3525	Ilwaco .....	360-642-3145
Burien .....	206-241-4647	Issaquah .....	425-837-3100
Burlington .....	360-755-9486	Kalama .....	360-673-4555
Camas .....	360-834-2462	Kelso .....	360-423-0900
Carbonado .....	360-829-0125	Kenmore .....	425-398-8900
Carnation .....	425-333-4192	Kennewick .....	509-585-4268
Cashmere .....	509-782-3513	Kirkland .....	425-587-3140
Castle Rock .....	360-274-8181	Kittitas .....	509-968-0220
Cathlamet .....	360-795-3203	La Center .....	360-263-8656
Centralia .....	360-330-7670	Lacey .....	360-491-3212
Chehalis .....	360-345-2229	Lake Stevens .....	425-334-1012
Chelan .....	509-682-8017	Lakewood .....	253-983-7839
Cheney .....	509-498-9200	Leavenworth .....	509-548-5275
Clarkston .....	509-758-5541	Liberty Lake .....	509-755-6700
Cle Elum .....	509-674-2262	Long Beach .....	360-642-4421
Clyde Hill .....	425-453-7800	Longview .....	360-442-5000
College Place .....	509-525-0510	Lyman .....	360-826-3033
Colville .....	509-684-5091	Lynden .....	360-354-2829
Concrete .....	360-853-8401	Lynnwood .....	425-670-5421
Connell .....	509-234-2701	Mabton .....	509-984-4096
Cosmopolis .....	360-532-9230	Maple Valley .....	425-413-8800
Coulee Dam .....	509-633-0320	Marysville .....	360-363-8202
Covington .....	253-638-1110	Mattawa .....	509-932-4037
Darrington .....	360-436-1131	Medical Lake .....	509-565-5000
Deer Park .....	509-276-8801	Mercer Island .....	206-275-7783
DuPont .....	253-964-8121	Mill Creek .....	425-745-1891
Duvall .....	425-788-1185	Millwood .....	509-924-0960
East Wenatchee .....	509-884-9515	Milton .....	253-922-8733
Eatonville .....	360-832-3361	Monroe .....	360-794-7400
Edgewood .....	253-952-3299	Montesano .....	360-249-3021
Edmonds .....	425-775-2525	Moses Lake .....	509-764-3717
Electric City .....	509-633-1510	Mount Vernon .....	360-336-6202
Ellensburg .....	509-925-8608	Mountlake Terrace .....	425-776-1161
Elma .....	360-482-2212	Moxee .....	509-575-8851
Entiat .....	509-784-1500	Mukilteo .....	425-263-8035
Enumclaw .....	360-825-3593	Naches .....	509-653-2647

**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.**

Napavine .....	360-262-3547	Tieton.....	509-673-3162
Newcastle.....	425-649-4444	Toledo .....	360-864-4564
Normandy Park .....	206-248-8248	Toppenish.....	509-865-2080
North Bend .....	425-831-6200	Tukwila .....	206-433-1833
North Bonneville .....	509-427-8182	Tumwater .....	360-754-4136
Oakville .....	360-273-8916	Union Gap .....	509-248-0432
Ocean Shores .....	360-940-7496	University Place.....	253-566-5656
Olympia.....	360-753-8327	Vader .....	360-295-3222
Omak .....	509-826-1170	Vancouver .....	360-487-8448
Orting .....	360-893-2219	Waitsburg .....	509-337-6371
Othello.....	509-488-5686	Walla Walla .....	509-524-4710
Pacific .....	253-929-1100	Warden .....	509-346-2326
Pasco .....	509-545-3402	Washougal .....	360-835-8501
Pe Ell .....	360-291-3543	Waterville .....	509-745-8307
Pomeroy .....	509-843-1601	Wenatchee.....	509-888-3200
Port Orchard.....	360-876-7020	Westport .....	360-268-0131
Port Townsend.....	360-385-2700	West Richland .....	509-967-3431
Poulsbo .....	360-394-9880	White Salmon .....	509-493-1133
Prosser .....	509-786-2332	Wilbur .....	509-647-5821
Pullman .....	509-338-3342	Wilkeson .....	360-829-0790
Puyallup .....	253-841-4321	Wilson Creek .....	509-345-2531
Quincy .....	206-787-3523	Winlock .....	360-785-3811
Rainier .....	360-446-2265	Winthrop .....	509-996-2320
Raymond .....	360-942-4100	Woodinville.....	425-877-2261
Redmond .....	425-556-2193	Woodland .....	360-225-8281
Republic.....	509-775-3216	Woodway .....	206-542-4443
Richland .....	509-942-1104	Yacolt .....	360-686-3922
Ridgefield .....	360-887-3908	Yakima.....	509-575-6126
Ritzville.....	509-659-1930	Yelm.....	360-458-8437
Rock Island .....	509-844-1261	Zillah .....	509-829-5151
Rockford.....	509-291-4716		
Roslyn .....	509-649-3105		
Roy.....	253-843-1113		
Royal City .....	509-346-2263		
Ruston.....	253-759-3544		
Sammamish.....	425-295-0500		
SeaTac.....	206-973-4880		
Sedro Woolley.....	360-855-0929		
Sequim .....	360-683-4908		
Shelton .....	360-432-5108		
Skykomish.....	360-677-2388		
Snohomish.....	360-586-3115		
Soap Lake .....	509-246-1211		
South Bend .....	360-875-5571		
South Cle Elum.....	509-674-4322		
South Prairie .....	360-897-8878		
Spokane.....	509-625-6070		
Spokane Valley .....	509-921-1000		
Springdale.....	509-258-7258		
Stanwood .....	360-629-2181		
Steilacoom .....	259-581-1912		
Stevenson .....	509-427-5970		
Sultan.....	360-793-2231		
Sumas .....	360-988-5711		
Sumner.....	253-863-8300		
Sunnyside.....	509-837-7999		
Tenino.....	360-264-2368		