



PLEASE RETURN TO: Business License Officer
 1309 Myrtle Ave., Enumclaw, WA 98022
 Phone: (360) 615-5734 Fax: (360) 825-7232
 Email: akoch@ci.enumclaw.wa.us

Non-Profit Business License Application

*This is an **application only**, and not a license to conduct business.*

Business Name: _____

Application Date: _____

DBA Name: _____

Business Opening Date: _____

Business Phone: _____ Other Phone: _____

Physical Address: _____

Mailing Address: _____

Email: _____

Website: _____

WA State UBI#	Contractor's License #
# of Employees	
F/T: _____	P/T: _____

Is this a Non-Profit Organization exempt from taxation under 26 USC 501(c)(3) or (4)? Yes: No:
 (If yes, please provide a copy of Federal IRS form granting non-profit status.)

Business Type: (Circle)	Sole Proprietor	Corporation	Non-profit	Partnership	LLC
Business Category: (Circle)	Adult/Child Care	Construction	Financial/Banking	Health Care Service	
	Manufacturing	Retail	Restaurant	Services	Wholesale Other

Business Activity (please give a detailed description of business activity, services rendered or products sold):

COMPLETE THIS SECTION FOR ALL OWNERS, AGENTS, PARTNERS OR CORPORATE OFFICERS
 (attach separate page if necessary):

First Name: _____ Middle Initial: ____ Last Name: _____

Home Address: _____

Home Phone: _____ Cell: _____ Date of Birth: _____

IF YOU DO NOT OWN THE BUSINESS SITE, PLEASE SUPPLY THE PROPERTY OWNER'S NAME, ADDRESS AND PHONE NUMBER:

Name: _____ Phone: _____

Address: _____

Emergency Contacts: (you must provide two local contacts for the Police and Fire Departments in case of an emergency)

1. Name: _____ Home Phone: _____
 Address: _____ Cell Phone: _____

2. Name: _____ Home Phone: _____
 Address: _____ Cell Phone: _____

Does your building/premise have a security alarm? Yes: No:

Does your building/premise have a fire alarm? Yes: No:

Does your building/premise have a fire sprinkler system? Yes: No:

Does your building/premise have a Knox Box? Yes: No:

KNOX BOX REQUIREMENTS

The Fire Department may require a Knox Box to expedite entry and eliminate property damage in the event of an emergency. You will be contacted if this is required for your business. An explanation letter is included in our business license packet. Call the Fire Department at 825-5544 if you have questions.

HAZARDOUS MATERIALS/WASTE INFORMATION

Will your business require storing any hazardous material over 55 gallons combined? (If yes, please complete a hazardous materials form.) Yes: No:

APPLICANT'S SIGNATURE

I hereby certify and declare under penalty of perjury under Washington law that the statements furnished by me on this application are true and complete to the best of my knowledge. I understand that the issuance of this license is conditioned upon compliance at all times with all applicable ordinances, regulations and statues of the City of Enumclaw and the State of Washington. The issuance of this business license does not imply compliance with the Zoning Code and International Fire and Building Codes.

 Signature Title Date

- ◆ Additional City permits may be necessary before owner can commence business.
- ◆ Please contact our Community Development Department at (360) 825-3593 before making tenant improvements and installing signage as approval and permits may be required.
- ◆ Please notify the Community Development Office of any business information changes or if you are no longer doing business in the City of Enumclaw.
- ◆ If there is change in business ownership, the new owner must apply for a new business license; business licenses are not transferable.
- ◆ Upon approval, a business license will be mailed to you and is required to be displayed in a prominent place in your business.
- ◆ All business licenses expire annually. The annual renewal notice will be sent to your mailing address.

City Departments

- Business License Officer.....(360) 615-5734
(Business License Information)
- Fire Department.....(360) 825-5544
(Hazardous Waste, Fire Alarm & Sprinklers, Knox Box)
- Police Department.....(360) 825-3505
(Security Alarm Registration)
- Community Development.....(360) 825-3593
(Building Permits, Signage, Zoning, Parking)
- Finance Department.....(360) 825-3591
(Utility Account Setup)

FOR OFFICE USE ONLY:

CUSTOMER NUMBER:

LICENSE NUMBER:

APPROVAL DATE:

RECEIPT INFORMATION: