

OTHER AGENCIES

Washington State Business Licensing Service

1-800-451-7985 / <http://business.wa.gov/BLS>

All businesses that are sole proprietorships, general and limited partnerships, and corporations that use a name other than their true name, must register their "doing business as" (dba) business name (trade name), and the name(s) of the owner(s) with the Trade Name Division.

Washington Department of Revenue

1-800-647-7706 / www.dor.wa.gov

Every business in the state of Washington must register with the Department of Revenue regarding the State Business & Occupation Tax, Retail Sales Tax and Use Tax.

Washington State Department of Labor & Industries

(800) 547-8367 / www.lni.wa.gov

Payroll reports, industrial insurance and medical aid premiums must be submitted to this agency.

Internal Revenue Service

(800) 829-4933

Seattle; (206) 220-6015

Tacoma; (253) 428-3518

www.irs.gov/businesses

Contact this agency regarding income tax withholding tables and other information on withholding and Social Security taxes.

Seattle-King County Health Department

(206) 296-4600

www.kingcounty.gov/healthservices/health

If you deal with food and beverages, you must contact the Health Department regarding sanitation codes, food worker's permits and other licenses which might be needed.

King County Department of Assessments

(206) 296-7300 / www.metrokc.gov/assessor

All new businesses should check with this department regarding the filing of Personal Property Tax Affidavits.

Washington State Liquor Control Board

(360) 664-1600 / www.liq.wa.gov

Any business selling liquor needs to contact this board to obtain the appropriate license.

OTHER AGENCIES, RELATED SERVICES AND INFORMATION

Washington State Daycare Licensing

Kent Office; (800) 422-7880 / www.dshs.wa.gov

If you are planning to operate a daycare in the state of Washington, you must call this dept. for the appropriate license.

Contractor's License

(800) 647-0982 / www.lni.wa.gov/tradeslicensing

Trades such as Construction, Plumbers, and Electricians need to register with this agency.

Washington Economic Development Finance Authority

(206) 587-5634 / www.wedfa.wa.gov

Small Business Administration

(206)553-7310 / www.sba.gov

King County Business Licenses

(206) 296-6600 or (800) 325-6165

www.kingcounty.gov/business/licenses

Enumclaw Chamber of Commerce

(360) 825-7666/www.chamber.enumclaw.wa.us

The above list is for informational purposes only and should not be construed as nor relied upon as an official and complete listing of agencies to contact for licenses.



Community Development Department

1309 Myrtle Ave

Enumclaw, WA 98022

Phone: 360.825.35.93

Fax: 360.825.7232

permits@ci.enumclaw.wa.us

www.cityofenumclaw.net



Business License Information



ARE THERE ANY OTHER LICENSES REQUIRED FOR MY BUSINESS?

- ◆ Yes, you must have a State of WA Master Business License and a Unified Business Identification (UBI) number from the State of Washington before you can apply for a City Business License. Contact the Department of Revenue office nearest you to obtain a Master Business License or to obtain more information.
- ◆ You may need other types of licenses pertaining to your business from other agencies; for example, a daycare business may need a daycare license from the State of Washington.
- ◆ Additional City of Enumclaw specialized licenses are required for some business activities/devices. (See the list of specialized licenses.)

HOW LONG DOES IT TAKE TO PROCESS THE BUSINESS LICENSE APPLICATION?

- ◆ Washington State Business Licensing Service will send your application to the City of Enumclaw for review.
- ◆ It takes about two to three weeks to process the licenses. The Fire Department, Police Department, Community Development Department, and Building Official all review the application. Please consider this when applying for your license, as you must have a valid license before opening your business.
- ◆ Your license will be mailed to you after you have received approval from all your selected endorsements.

WHO CAN I CALL IF I NEED MORE INFORMATION?

- ◆ For more information, please contact Jessi Paulson, Business License Officer either by phone or email:

(360) 825-3593
jpaulson@ci.enumclaw.wa.us



WE WELCOME YOUR BUSINESS AND WISH YOU SUCCESS!

WHAT IS THE FEE FOR A CITY BUSINESS LICENSE?

- ◆ The fee for a General Business License or Home Occupation is \$50.00
- ◆ The fees for specialized licenses are as follows:

- * Adult-oriented Business - \$500 per year
- * Amusement Devices - \$12 per machine
- * Cabaret/with Dancing - \$350 per year
- * Cabaret/without Dancing - \$50 per year
- * Cabaret/one-time event - valid 24 hours-\$150 per event
- * Circus/carnivals/shows - \$50
- * Dances - \$60
- * Fireworks Stands - \$100 + \$100 Refundable Deposit
- * Gambling - General Business License (if applicable)
- * Pawnbrokers - \$150 per year
- * Private Detectives & Security Guards - Gen Business License
- * Solicitors and Mobile Vendors - \$35 per day / \$170 per year
- * Tow truck operators - General Business License

HOW OFTEN MUST I RENEW THE LICENSE AND WHAT IS THE FEE?

- ◆ All licenses are renewed annually. The Washington State Business Licensing Service will mail a City Business License Renewal notice 45 days prior to expiration.
- ◆ The renewal fee is \$25 for all General Business and Home Occupations.
- ◆ Special Licenses are renewed at the initial fee amount.

WHAT OTHER REQUIREMENTS ARE THERE FOR MY BUSINESS?

- ◆ Before you apply for a City Business License, we encourage you to contact the Planning Division of Community Development Department to inquire about any zoning districts, sign requirements, parking restrictions, or building permits that may apply to your business.
- ◆ If your place of business has a burglary and/or robbery alarm you must provide the Police Department with emergency contact information and a list of persons authorized to enter the premise and shut-off the alarm.
- ◆ Depending on the type of business, a Knox Box may be required by the Fire Department. This device allows for quick entry in the event of an emergency. Home Occupations are not subject to this code.

DO I NEED A BUSINESS LICENSE FROM THE CITY OF ENUMCLAW?

- ◆ The City of Enumclaw requires all businesses that are located within or operate within City limits to obtain a City Business License. A City license is required for any business that provides a product or service within City limits, even if the physical location of the business is elsewhere. This includes but not limited to contractors, janitorial services, landscaping companies and other similar businesses. Any business with a gross income of \$2,000.00 or less are not required to obtain a business license.
- ◆ Any building permits, etc. needed for a job must be obtained from our Community Development Department at 1309 Myrtle Ave, Enumclaw, WA 98022. The phone is: (360) 825-3593.

HOW DO I APPLY FOR A CITY BUSINESS LICENSE?

- ◆ To gain a City of Enumclaw business license, you must first file a Business License Application (or renewal) with the Washington State Business Licensing Service (a division of the Department of Revenue as of June 2011, previously a division of the Department of Licensing).
- ◆ Washington State Business License applications and renewals may be filed online or by mail with the State Business Licensing Service. For more information, please view the Business Licensing Service website or contact them directly: Website: <http://business.wa.gov/BLS>
Phone: 1-800-451-7985
Email: BLS@dor.wa.gov
- ◆ A copy of your professional license or certificate should accompany your business license application.

WHAT TYPE OF CITY BUSINESS LICENSE DO I NEED?

- ◆ A General Business License is required for a business that is operated from an office, retail, or warehouse building; and for Home Occupations.
- ◆ There are several City of Enumclaw specialized licenses you may need. For a complete list, see the question on 'fees'.
- ◆ Applications for specialized licenses must be submitted to the City of Enumclaw Community Development Department at 1309 Myrtle Avenue, Enumclaw, WA 98022.

ARE BUSINESS LICENSES TRANSFERABLE?

- ◆ No, when a business is bought or sold, the new owner must apply for a City Business License and the previous owner must contact the Washington State Business Licensing