



2018 BUSINESS LICENSE APPLICATION NONPROFIT ORGANIZATIONS

Important Information for Organization Directors

- The City of Bainbridge Island Municipal Code requires all nonprofits to have a current business license.
- All nonprofits must comply with the City Municipal Code and must have Department of Planning & Community Development approval prior to opening.
- If a nonprofit has more than one location in the City, a separate license is required for each location, and the license must be displayed at each location.

Organization Name: _____
 DBA (if any): _____
 Organization Phone: _____ Organization Web Address: _____
 Organization Physical Address: _____
 City/State: _____ Zip Code: _____
 Organization Mailing Address (if different from physical address): _____
 City/State: _____ Zip Code: _____
 Director Name(s): _____ Phone: _____ Email: _____

Does this organization undertake for-profit activities? Yes No
 If yes, describe the activities: _____
 Washington State UBI# (Must be provided before application can be processed): _____ EIN: _____
(Go to www.bls.dor.wa.gov for information on obtaining a UBI# via a WA State Business License application.)

EMERGENCY CONTACTS (Must be provided before application can be processed.)

Name: _____ Phone: _____ Email: _____
 Name: _____ Phone: _____ Email: _____

ORGANIZATIONAL STRUCTURE

Type of Organization: Corporation LLC Trust Unincorporated Association Other: _____
 Description of Product or Service: _____ NAICS Code: _____

IF YOUR ORGANIZATION IS LOCATED ON BAINBRIDGE ISLAND

Tax Parcel ID#: _____
 Will your organization have a sign? Yes No (Note: See [Chapter 15.08. BIMC Sign Code](#).)
 Will your organization have parking? Yes No N/A If yes, number of dedicated parking spaces: _____
 Square footage of the area occupied by your organization: _____ Number of Employees: _____
 Is this a home-based organization? Yes No (If no, go to page 2.)
 If you operate this organization out of your home, please answer the following (Note: See [Chapter 18.09 BIMC Use Regulations](#) for more information):
 a. Residential gross floor area, including accessory buildings: _____
 b. Square footage occupied by the organization on the site, including operations and storage: _____
(Note: The business, including operations and storage, cannot occupy more than half the residential gross floor area, including all accessory buildings. If the business occupies an accessory building, the square footage of that building cannot be larger than the primary residential building.)
 Will any structural construction occur to accommodate the organization? Yes No
 Will equipment, including vehicles, be stored on the property? Yes No (Note: No outdoor storage visible beyond subject property; no commercial vehicles.)
 If yes, please describe: _____
 c. Will your organization have a sign? Yes No (Note: Signs are limited to 2sq.ft.)
 d. Number of people employed/volunteering at the home other than residents? _____ (Note: No more than one (1) nonresident person shall be employed on site.)
 e. Will any sales be made on the premises? Yes No
 f. How many round trips are made per day related to the organization? _____ (Note: Minor home occupation limited to five (5) round trips per day unless home-based teaching.)

ADDITIONAL LICENSING REQUIREMENTS

- A. City business licenses are subject to all State licensing requirements. You **MUST** contact the Finance Department at 206-780-8668 if you operate (a) a cabaret; (b) games of skill (e.g., video games); (c) amusement games (e.g., billiard tables, pool tables, foosball tables, etc.); (d) jukeboxes; OR (e) veterinary clinics and/or animal boarding facilities.
- B. If this license will apply to more than one organization, you **MUST** attach to this application:
 - A letter noting additional organization names, descriptions, and contact details.
- C. An organization is considered **EXEMPT** from licensing if organization activity at the same fixed location is limited to no more than one (1) day per week for four (4) consecutive weeks OR four (4) consecutive days in one (1) year.
- D. **THERE ARE NO LICENSING FEES FOR NONPROFIT ORGANIZATIONS.** However, nonprofit organizations are responsible for all Business & Occupation Taxes on gross revenues as a result of undertaking for-profit activities.
- E. Additional approvals may be required from Kitsap County or the State. It is the director's responsibility to acquire these approvals.

SIGNATURE REQUIRED (application not valid unless signed; electronic signature permitted)

The undersigned hereby certifies under penalty of perjury, under the laws of the State of Washington, that the information provided on this application is true and correct to the best of his/her knowledge and that this business has obtained all licenses and permits required by the State of Washington and the United States Government.

Print Name: _____ Title: _____

Signature: _____ Date: _____

City of Bainbridge Island
 280 Madison Avenue North
 Bainbridge Island, WA 98110-1812
finance@bainbridgewa.gov
 Phone: 206/780-8591 | Fax: 206/842-5741
 Office Hours: Monday – Friday, 8:00 a.m. to 4:00 p.m.

FOR OFFICE USE ONLY

Planning: Permit #: _____ Zoning: _____ Use Category: _____ Initials: _____ Date: _____

Notes: _____

Building: _____ Initials: _____ Date: _____

Notes: _____

Fire: _____ Initials: _____ Date: _____

(As determined by Building)

Public Works: _____ Initials: _____ Date: _____

(As determined by NAICS)

Notes: _____

Police Department: Legal Activity: Yes No Initials: _____ Date: _____

(As determined by WA State Liquor & Cannabis Board and/or WA State Department of Licensing)