



GUIDELINES & FAQ'S

CITY OF BAINBRIDGE ISLAND BUSINESS LICENSE

The City of Bainbridge Island requires that all persons doing business on Bainbridge Island be licensed by the City. Businesses with gross earnings of more than \$150,000 earned on Bainbridge Island are subject to the City's Business & Occupation Tax. Commercial parking businesses are subject to the commercial parking tax.

Who Needs a Business License?

Anyone engaged in or soliciting business with the City or using either a business telephone number or business address within the city must have a business license before commencing operation.

What are the Business License Fees?

Initial Application: \$65.00

Renewal: \$65.00

Renewal on or after March 1 is \$65.00 plus a penalty of 10% of the fee per month delinquent, but not more than the initial fee for each year owing. [Ordinance No. 99-28](#)

How Do I Apply?

A [business license application](#) must be completed and returned to the City with a payment of \$65.00 (per calendar year.) Your application will be reviewed for compliance with legal, zoning and signage requirements. If there is a problem with any one of these, or further information is needed, the applicant will be notified. If approved, the license will be mailed to the applicant. The process may take up to two weeks.

Do I Also Need a Business License from the State Of Washington?

Yes. [The Washington State Department of Revenue](#) issues a "Uniform Business Identification" number (UBI) upon receipt of your business license application. The [WA State Business License Application](#) is a simplified form used to apply for many state licenses, registrations, and permits. It is also used to apply for some city licenses.

Do I Need to Renew my License Annually?

Yes. Business licenses expire on December 31 of the year issued and must be renewed by the last day in February of following year. Renewal forms are mailed in late December; you have until the end of February to pay before it is considered late. Penalties start on March 1.

What if my Business Moves to a New Location?

Please send a letter or [email](#) confirming your old address, your new address and the date you moved, and the approximate square footage of the new space. A new license will be sent without charge once compliance with legal, zoning and signage requirements has been assured.

What If I Sell My Business?

The business license issued under [Ordinance No. 99-28](#) is personal and non-transferable. No license shall allow another person to operate a business under the seller's license; the new owner must apply for a new license. Please advise us when you sell your business – we cannot license a new owner without first receiving confirmation that the business has been sold.

Where Do I Post My License?

The business license must be posted in clear public view in the place of business for which it is issued.

How Do I Cancel my Business License?

All you have to is [email](#), mail or fax a letter or copy of your license requesting that your business license be canceled. Be sure to sign and date your request and include effective date of cancellation.

What are the Special Business License Categories?

- **Amusement Game:** \$25.00 [BIMC 5.12](#)
Billiard, pool and foosball. License expires on February 28 of each year.
- **Jukebox:** \$100.00 + \$10.00 each jukebox. [BIMC 5.28](#)
License expires on December 31 of each year.
- **Games of Skill:** \$25.00 + \$50.00 each game. [BIMC 5.24](#)
Includes video games. Expires December 31 of each year.
- **Cabaret:** \$60.00 [BIMC 5.16](#)
Any room, place or space in the city open for service to the public in which the guests, patrons, entertainers or other persons allowed to dance, sing, or perform music or live entertainment, including comedy, in connection with the restaurant business or the business of directly or indirectly selling food or refreshments, including alcoholic beverages.

In addition, there is a penalty for late applications for special businesses of 10% of the fee per month delinquent. [Ordinance No. 92-10](#)

Helpful Links - Great Resources!

[Dept of Revenue Tax Consultation Service](#)

[Local Sales Use and Tax Rates and Changes Flyer](#)

[Online Sales of Goods by Individuals via Online Auctions or Marketplace](#)

[Do you need to register your business?](#)

[WA State Cottage Food Business Information](#)