2016 BUSINESS LICENSE APPLICATION

Important information for business owners

- **The City of Bainbridge Island Municipal Code requires all businesses to have a business license.**
- **All businesses must comply with the city municipal code and must have Department of Planning & Community Development approval prior to opening.**
- **If a business 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.**

Business Name:_____

DBA (if any):_____

Business Phone:_____ **Email:**_____

Physical Address:_____

City/State:_____ **Zip:**_____

What is the square footage of the area occupied by your business? _____

Mailing Address:_____

City/State:_____ **Zip:**_____

Owner Name(s):_____ **Owner Phone:**_____

Washington State UBI#:_____ **Federal EIN (optional):**_____

(Required - go to www.bls.dor.wa.gov for information on obtaining a UBI # via a WA State Business License application.)

MUST BE COMPLETED **Name:**_____ **Phone:**_____

Emergency Contacts **Name:**_____ **Phone:**_____

Type of Ownership (Circle) Sole Ownership Partnership Corporation LLC

Type of Business (Circle) Retail Wholesale Service Manufacturing Other:_____

DETAILED DESCRIPTION OF PRODUCT OR SERVICE:_____

_____

If your business is located on Bainbridge Island, please answer these questions:

Number of Employees_____ **Will your business have a sign?** **Yes** ☐ **No** ☐

Number of Parking Spaces_____

IF YOU OPERATE THIS BUSINESS OUT OF YOUR HOME

⇨ **Will any sales be made on the premises?** **Yes** ☐ **No** ☐

⇨ **Will you have equipment outside your house/garage/outbuildings?** **Yes** ☐ **No** ☐

⇨ **Will any large or heavy equipment be stored on the premises?** **Yes** ☐ **No** ☐

If so, please describe:_____

⇨**How many people are employed at the home other than residents?**_____

ADDITIONAL LICENSING REQUIREMENTS

City business licenses are subject to all State licensing requirements.

Contact the Finance Department at 206-780-8668 if you operate any of the following:

(1) cabaret (2) games of skill (video games) (3) amusement games (billiard tables, pool tables, foosball tables, etc) (4) jukeboxes OR (5) veterinary clinics and/or animal boarding facilities.

If this license will apply to more than one business, please attach a letter noting additional business names, descriptions, and contact details.

2016 BUSINESS LICENSE EXPIRES 12/31/2016

Regardless of when a license is issued, all licenses expire on this date.

Business owners will be contacted by the Finance Department to renew their licenses.

INITIAL BUSINESS LICENSE FEES

BEFORE business commences	**$ 65.00**
AFTER business commences	**$130.00**

(A late fee of 10% per month will also apply to businesses applying for a license AFTER business commences)

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A business is considered EXEMPT from licensing fees if business activity at the same fixed location is limited to no more than 1 day per week for 4 consecutive weeks OR 4 consecutive days in one year.

BUSINESS LICENSE FEES MUST BE PAID PRIOR TO PROCESSING

License Fee _____ + **Late Fee** _____ = **Total** _____

SIGNATURE REQUIRED

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:** _____

FOR OFFICE USE ONLY

Planning Department: **Zoning:** _____ **Initials:** _____ **Date:** _____

Notes: _____

Building: _____ **Initials:** _____ **Date:** _____

Notes: _____

Fire: _____ **Initials:** _____ **Date:** _____
(As determined by Building)

Police Department: **Legal Activity:** _____ **Initials:** _____ **Date:** _____

Please send original application with payment made out to "City of Bainbridge Island" to:
(Payment may be made with check, cash or Visa/MasterCard/Discover/AmericanExpress cards.)

City of Bainbridge Island
280 Madison Avenue North
Bainbridge Island, WA 98110-1812
Phone: 206/780-8668
Fax: 206/842-5741
Office Hours Monday – Friday, 8:00 a.m. to 4:00 p.m.