



# CITY OF SNOHOMISH

116 UNION AVENUE † SNOHOMISH, WASHINGTON 98290 † TEL (360) 568-3115 FAX (360) 568-1375

## BUSINESS LICENSE APPLICATION

● Please print clearly or type ●

Application / License Type	Special License / Permit Information
<input type="checkbox"/> New Application <input type="checkbox"/> Resident Business (located <b>IN</b> City limits) <input type="checkbox"/> Home Occupation (additional forms/fees required) <input type="checkbox"/> Mall Space/Consignment <input type="checkbox"/> Farmers Market Vendor <input type="checkbox"/> Non-Resident Business (located <b>OUTSIDE</b> City Limits) <input type="checkbox"/> Change of Information <input type="checkbox"/> Renewal <input type="checkbox"/> Special License/Permit (select from column at right, and refer to SMC Chapter 5 at <a href="http://www.ci.snohomish.wa.us">www.ci.snohomish.wa.us</a> for special license requirements)	<input type="checkbox"/> Special Event Permit <input type="checkbox"/> Taxicab <input type="checkbox"/> Fireworks <input type="checkbox"/> Solicitor/Canvasser <input type="checkbox"/> Pawnshop <input type="checkbox"/> Gambling <input type="checkbox"/> Adult Entertainment <input type="checkbox"/> Tattoo Parlor <input type="checkbox"/> Other: _____

*Special licenses may require additional application forms, fees, and/or information; please allow for extended processing time.*

Legal Business Name: \_\_\_\_\_

Doing-Business-As (DBA) Name: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Business Phone No.: \_\_\_\_\_ Business Email: \_\_\_\_\_

Business Address: \_\_\_\_\_ Mall Space #: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City State, Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone No.: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Emergency Contact Phone No.: \_\_\_\_\_

WA State UBI: \_\_\_\_\_ State NAICS Code: \_\_\_\_\_

Web address to get NAICS Code: <http://www.ci.snohomish.wa.us/BusinessLicenses.htm>. Select "What is an NAICS code?" and follow the link.

Contractor License No.: \_\_\_\_\_

Describe Business Activities: \_\_\_\_\_

Other Mall Spaces / Business Locations within the City: \_\_\_\_\_

<b>CITY USE ONLY</b>	Received Date:	Received By:	Amount Received:	Receipt Number:

## OWNER INFORMATION and BUSINESS LICENSE FEE\*

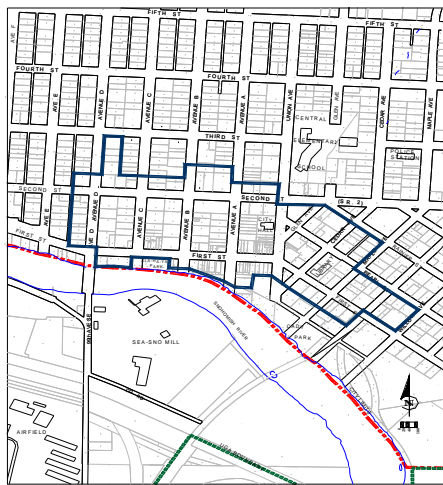
**RESIDENT Business License ONLY:** Select fee from table below based on the number of owners and fulltime employees. Two part-time employees equal one full-time employee.

**NON-RESIDENT Business License ONLY:** Annual fee is fixed at \$25.00. **NON-PROFIT Business License:** No Annual Fee

BUSINESS OWNER INFORMATION		Resident License: No. of Owners & Employees	Fee Scale Based on Number of Owners & Employees	
Business Owner Name:		<b>*THIS FEE IS NON-REFUNDABLE</b>	0 – 4	\$25.00
Mailing Address:			5 – 8	\$55.00
City, State, Zip:			9 – 10	\$100.00
			11 – 15	\$125.00
Business Owner Name:			16 – 20	\$150.00
Mailing Address:			21 – 30	\$200.00
City, State, Zip:			31 – 40	\$250.00
			41 or more	\$425.00
Ownership Type:	<input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Trust <input type="checkbox"/> Non-profit	Farmers' Market Vendor		\$25.00
		Special Event Vendor		\$5.00

### Snohomish Parking and Business Improvement Area

Retail		Non Retail		Other Business	
Square Footage	PBIA Assessment	Square Footage	PBIA Assessment	Business Type	PBIA Assessment
<input type="checkbox"/> Mall Space(s)	\$25.00	<input type="checkbox"/> <= 500	\$25.00	<input type="checkbox"/> Financial Institutions	\$250.00
<input type="checkbox"/> <=150 sf	\$25.00	<input type="checkbox"/> 501 sf to 1,000 sf	\$50.00	<input type="checkbox"/> Hotels, Motels, and Bed & Breakfasts	\$12.50 Per Room(s)
<input type="checkbox"/> 151 sf to 500 sf	\$50.00	<input type="checkbox"/> 1,001 sf to 1,500 sf	\$75.00	Minimum Assessment \$12.50 Maximum Assessment \$250.00	
<input type="checkbox"/> 501 sf to 1,000 sf	\$100.00	<input type="checkbox"/> 1,501 sf to 2,000 sf	\$100.00		
<input type="checkbox"/> 1,001 sf to 1,500 sf	\$150.00	<input type="checkbox"/> >= 2,001 sf	\$125.00		
<input type="checkbox"/> 1,501 sf to 2,000 sf	\$200.00	Minimum Assessment \$25.00 Maximum Assessment \$125.00			
<input type="checkbox"/> >= 2,001 sf	\$250.00				
Minimum Assessment \$25.00 Maximum Assessment \$250.00					



**HISTORIC BUSINESS DISTRICT**

On December 17, 2002, the Snohomish City Council adopted Ordinance 2017 creating the Parking and Business Improvement Area (PBIA). A majority of business owners within the PBIA requested this action that assesses an annual fee, based on square footage, to businesses located within the Historic Business District.

Assessments can be appealed in writing to the City Manager at 116 Union Avenue, Snohomish, WA 98290.

For information regarding PBIA services and meetings please call Debbie Carlson-Gould at 425.330.0831.

#### **Businesses Exempt from PBIA Assessment:**

- Qualified charitable organizations (IRS Code 26 USC 170) *must provide supporting documentation.*
- Governmental agencies
- Private residences
- Special event sponsors and participants
- Participants in the Farmers' Market
- Entertainers and/or artists engaged in business on streets or in parks within the PBIA area.

*Please check appropriate box if your business is exempt.*

Total Fee Calculation		Applicant's Verification
Business License Fee	+ \$	I certify under penalty of perjury that the information above is correct to the best of my knowledge and belief.
Special Event/Permit Fee	+ \$	
PBIA Assessment	+ \$	
<b>Total Fees</b>	<b>= \$</b>	
		<b>Signature</b> _____ <b>Date</b> _____

**The City of Snohomish Sales Tax Code is 3115.**

*Please provide this number on your State excise tax return so your dollars work locally. Thank you!*