

City of Bothell

Business License Information

Who needs a Business License?

- All persons conducting business within the Bothell City limits, with the following exemptions:
 - Public utilities
 - Delivery of goods purchased outside the City limits
 - Farmers peddling their own produce
 - Businesses operated in conjunction with a non-profit community festival that is limited to three consecutive days or 12 total days per year (Need to register with the Community Development Department)
 - Certain non-profit enterprises (Need to register with the Community Development Department)
 - Businesses with a gross income of less than \$1,000 per month (Need to register with the Community Development Department)
- Branches of the same business need a separate license for each location.
- One license can cover a business with two business activities at the same address.
- Special regulatory licenses are issued through the Community Development Department for peddlers, ice cream vendors, and amusement devices.
- Contractor's licenses are required for companies based outside the City limits that provide services within the City limits.

How do I apply for a Business License?

- Applications are available by fax (call 425-486-8152 to have an application faxed to you).
- Applications can be downloaded from the City of Bothell Website:
www.ci.bothell.wa.us (go to the Community Development, Permit Services section)
- Applications can be picked up at City Hall, the Dawson Building, or the Downtown Fire Station.

Bothell City Hall
18305 101st Ave NE

Bothell Dawson Building
9654 NE 182nd St

Bothell Fire Station
10726 Beardslee Blvd

- Return the completed application with appropriate fee to:

New Business Licenses
City of Bothell
9654 NE 182nd St
Bothell, WA 98011

- **Please allow two weeks for processing**

What are the Business License fees?

- See the Business License Fee Schedule, as authorized by Resolution No. 1197 (12/12/06)

How can I renew my Business License?

- Your license period will run from July 1 to June 30. You will receive a renewal by mail during the month of June.

If you have questions regarding business licensing, or if you have special regulatory license needs, please contact:

Community Development – Administrative Services Division
Phone: (425) 486-8152
Fax: (425) 486-2489



City of Bothell
 9654 NE 182nd St, Bothell, WA 98011-3499
 Phone: 425-486-8152 Fax: 425-486-2489
BUSINESS LICENSE APPLICATION

Business Name: _____

Business Location: _____
 (not PO Box)

_____ City State Zip

Mailing Address: _____
 (if different)

_____ City State Zip

Bus. Phone () _____ Bus. Fax () _____

Email Address: _____

WA State UBI No. _____ NAICS No. _____

Contractor's Lic No. _____ License Type _____ Exp. Date _____

Ownership: Corporation Ltd Liability Corp Partnership Sole Proprietor Trust

Bothell Business Start Date: _____	Description of Business (Required): _____
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- Please Check One:
- New Application
 - Change of Owner (additional fee required)
 - Change of Location (additional fee required)
 - Change of Business Name

•For City Use Only•

Business License No. _____
 Expiration Date: _____
 License Fee \$ _____
 Total Amt Paid \$ _____
 Date Paid _____ Cash / Check
 Receipt No. _____
 Business Type Code _____
 NAICS Code _____
 County _____

City Approvals • Sign & Date

Code Comp _____ / _____
 Zoning _____ / _____
 Finance Dept _____ / _____
 Fire Dept _____ / _____
 Police Dept _____ / _____

ENTER BELOW NAMES OF OWNERS, PARTNERS, OR CORPORATE OFFICERS – Attach additional page if necessary

Owner Name: _____ **Title:** _____ **Phone:** _____
Home Address: _____ **E-mail:** _____
City: _____ **State:** _____ **Zip:** _____

Owner Name: _____ **Title:** _____ **Phone:** _____
Home Address: _____ **E-mail:** _____
City: _____ **State:** _____ **Zip:** _____

EMERGENCY CONTACT OR ALARM COMPANY

Business Name: _____ **Contact Person:** _____ **Phone:** _____
Address: _____ **Cell Phone:** _____
City: _____ **State:** _____ **Zip:** _____

Business Location:
 King Co. (in City) Sno Co. (in City) Out-of-City (Contractor)

No. of Employees (full-time equivalent, including owner): _____

Business Square Footage: _____
 (In-City businesses only, excluding home occupations)

Special Classifications:
 Home Occupation Business Family Daycare Home
 Pawnbroker* Secondhand Dealer*
 Peddler* Public/Teen Dance*
 Non-profit – Provide copy of non-profit ID and ID # _____
 Amusement Game Device* - How many: _____

* Requires Special Application – contact Community Development at (425) 486-8152

CALCULATE LICENSE FEE DUE BELOW
 See Fee Schedule for Business Categories and Fees

Previous Balance	\$
Category A - Employee Fee	\$
Category B - Business Type Fee	\$
Category C - Square Footage Fee	\$
Special Classification Fee	\$
Change Owner and/or Change of Location Fee	\$
Other Fees (specify)	\$
TOTAL AMOUNT DUE	\$

I hereby certify, under penalty of perjury, that the information in this application and any attachments is true, correct, and complete to the best of my knowledge, and that I will comply with the provisions of the Bothell Municipal Code and all laws regulating the operation of this business.

Signature of Owner or Representative: _____
 Title: _____ Date: _____

Return completed application to above address with a check made payable to the City of Bothell. If paying by credit card, complete portion below:
 VISA MasterCard Exp. Date: _____
 Card No: _____
 Cardholder's Signature: _____
 Mailing Address: _____

City of Bothell 2007 Business License Fee Schedule

License Year: July 1 – June 30
Contractors Please Note: In-City: Pay the appropriate fees from Categories A, B, and C.
Out-of-City: Pay fees from Category A only.
Non-Profit Organizations: No fees required for Non-profit Organizations. Registration is required.
Special Endorsements: Additional application and fees required. Please see details below.

Locate the Appropriate Fees From Each of the Following Categories and Enter on Application Form

CATEGORY A – Number of Employees				
	Number of Employees	License Fee	Number of Employees	License Fee
*Business owner counts as one employee.	1-2	\$20.00	51-75	\$406.00
♦Contractors pay according to the number of employees on the job.	3-10	\$58.00	76-100	\$542.00
	11-25	\$124.00	101+	\$542.00 + \$5.00 for each employee over 100
	26-50	\$269.00		
CATEGORY B – Type of Business				
Code	Business Type	Description		Fee
100	Public Assembly	Public recreation, funeral homes, clubs, restaurants, food service, and theater.		\$27.00
150	Non-Profit Organization	An enterprise, without private profit for a public, charitable, educational, literary, or fraternal purpose, when its not-for-profit status is demonstrated through Internal Revenue Service Documentation.		No fees, registration required
200	Educational Use	Various types of training schools.		\$27.00
300	Institutional Use	Health care facilities of various types. Adult daycare centers and adult family homes.		\$27.00
400	Residential	Business where primary use is residential. Includes hotels, motels, and lodging houses. For home offices, see "Store, Office" below.		\$20.00
401	Apartments	All apartments are included.		\$112.00
500	Store, Office	Business involved in the sale, service, or maintenance of products.		\$14.00
501	Contractors – in-City	Contractors who maintain a home office within the City limits, but do not have employees working at that home office location.		\$14.00
502	Contractors – out-of-City	Contractors based outside the City limits		Category A fee only
503	Gross Proceeds Less Than \$1,000 Per Month	Business whose gross monthly proceeds are less than \$1,000.		No fees, registration required
506	Home Occupation Business	Home-based business where the primary use of the dwelling is residential. Maximum of 2 workers, one of whom must reside in that home.		\$14.00
507	Family Daycare Home	State-licensed daycare provider who regularly provides daycare for not more than 12 children in the provider's home in the family living quarters.		Subject to \$14.00 fee from Category B only.
600	Basic Industry, Utility	Research/laboratory, military/defense, communications.		\$35.00
700	Manufacturing Use	Manufacturing/assembling of goods.		\$35.00
800	Storage Use	All types, except hazardous waste.		\$27.00
CATEGORY C – Square Footage				
Square Footage	License Fee	Square Footage	License Fee	
Less than 3,000	\$0	15,001 to 17,000	\$151.00	
3,001 to 5,000	\$42.00	17,001 to 20,000	\$171.00	
5,001 to 10,000	\$69.00	20,001 to 50,000	\$206.00	
10,001 to 15,000	\$110.00	Greater than 50,000	\$239.00	
Special Classification Fees				
Code	Business Type	Description		Fee
505	Peddler	Persons who travel door-to-door, or street-to-street, selling their wares. Includes ice cream vendors		\$69.00 initial fee \$14.00 annual renewal fee \$13.00 annual investigation fee
508	Amusement Game Device	Amusement game device located within a store, office, public assembly business, etc.		\$34.00 per game device
509	Secondhand Dealer	Resale of used goods.		\$36.00
510	Public/Teen Dance	Any dance that is open to the public and which is conducted for a profit, either direct or indirect; or that requires a monetary payment or contribution from the persons admitted.		\$413.00
511	Pawnbroker	Receives goods, wares, or merchandise for repayment of security of any money loaned; or loans money on deposit of personal property; or publicly displays sign indicating money to loan on personal property on deposits or pledge.		\$138.00
Other Fees				
Change of Business Location	\$20.00	Change of Business Owner	\$20.00	Duplicate License \$2.00

For assistance or more information, contact Community Development at (425) 486-8152