

# APPLICATION FOR CITY BUSINESS LICENSE

This form must be fully completed and signed or it will not be accepted.  
Business shall not be conducted until a license is issued.



1000 Laurel Street  
Milton, WA 98354

NEW LICENSE?       RENEWAL LICENSE?

**For new businesses, PRIOR TO SUBMITTING THIS APPLICATION, please call Planning to find out if other items or fees are required.**

**Administration**  
253-922-8733  
253-922-2385 fax  
M - F, 8am - 5pm

**Planning**  
253-922-8738  
253-922-3466 fax  
M - TH, 1pm - 5pm

**APPLICATION REVIEWS  
TAKE UP TO 3 WEEKS**

FOR OFFICE USE ONLY			
	1. Application Date	2. Opening Day of Business	3. UBI #
CUSTOMER NUMBER	4. Business Name		
00000 _____ LICENSE NUMBER	5. Business Address (including City, State, Zip) (NO P.O. BOXES)		
AMOUNT PAID	6. Business Phone	7. Business Fax	8. Business E-Mail
DATE PAID	9. Business Mailing Address (including City, State, Zip)		
BY	10. Type of Business/Description		11. Within City Limits?
RECEIPT #	12. Home Occupation?	13. Retail?	14. Peddler's License
<b>PLANNING (INIT/DATE)</b>	15. Contractor?	15a. Contractor License Number	16. Bond Number (if applicable)
<input type="checkbox"/> COMM SITE REVIEW REQUIRED	17. Business Owner Name		Non-Profit (501 c 3) Business?
APPV'D PER MMC _____	18. Business Owner Residence Address (including City, State, Zip)		
<b>BLGD (INIT/DATE)</b>	19. Business Owner Driver's License #	20. Business Owner Date of Birth	21. Business Owner Home Phone#
APPV'D PER MMC _____	22. Manager's Name		23. Manager's Phone
<b>FIRE (INIT/DATE)</b>	24. Emergency Contact Name (other than business owner)		
APPV'D PER MMC _____	24a. Emergency Contact Phone#		
<b>POLICE (INIT/DATE)</b>	25. Business Ownership (Individual, Patnership, Corporation)		
APPV'D PER MMC _____	26. Location of work:		
APPV'D PER MMC _____	27. Do you store hazardous materials? (if so, pleaes list type and quantity)		





## CITY OF MILTON NEW BUSINESS LICENSE

### Information

- The Business License Application form must be fully completed and signed to be accepted. Incomplete applications will be returned. Business may not be conducted until a license is issued.
- Non-Profit businesses are required to apply for a non-profit exempt business license for registration purposes. There is no business license fee for non-profit businesses. (Qualification for non-profit: a letter from the IRS showing tax exempt status under IRS Code Section 501(c)3.
- Term of License: Effective on date issued. Expires December 31 of the calendar year in which the license was issued. **Renewals are the responsibility of each business.**
- If the application is denied, the fee paid shall be forfeited by the applicant to the City to defer applications processing costs.
- No license shall be issued for activities requiring a license within an apartment complex unit, address or locations, or within a hotel/motel, without providing the City Clerk with written consent of the property owner and/or property manager.
- Businesses located outside the City limits that engage in business within the City limits shall apply and pay for a license per the License Fee schedule.
- Any person violating or failing to comply with any of these provisions of the Business License Code shall be guilty of a misdemeanor and shall be punishable by jail or a fine of up to \$500.00, for each day of non-compliance with any of the provisions shall constitute a separate offense.
- Business License may not be transferred or assigned.
- Business License may not be used for a purpose different from that for which it was issued.
- A separate business license must be obtained for each business name and each business location.
- Please use the Milton Tax NO. 2709 when reporting tax information to the state.
- Additional city permits may be necessary before you can commence business. If you change your business address, nature of business, or if you are not longer doing business in Milton please notify the City Clerk's office at (253) 922-8733.

#### RETURN COMPLETED APPLICATION AND FEE TO:

CITY OF MILTON  
1000 LAUREL ST.  
MILTON, WA 98354

PHONE: (253) 922-8733

FAX: (253) 922-2385

# Application Form

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## **1. Application Item #3: UBI #**

All Businesses (profit and non-profit) must be registered with the State of Washington and you must be able to provide the mandatory UBI (Unified Business Identifier) sales tax reporting number to validate this application. UBI application paperwork maybe obtained by calling (253) 593-2722.

## **2. Application Item #12: Home Occupation (per ordinance #1579)**

“Home Occupation” means the use of a dwelling unit in which the occupant lives and is engaged in his/her profession or trade entirely within the confines of the dwelling unit and/or accessory units and does not hire any outside help. Home Occupations are incidental and accessory to the principal residence.

## **3. Application Item #14: Peddler’s License**

Peddlers and Transient Merchant applicants shall deposit with the Clerk a bond in the sum of \$500.00; said bond to be retained by the Clerk for a period of 120 days after the license expiration date. Each day, applicants shall notify the Milton Police Department and City Hall of the exact location, by street and number, where they intend to conduct their business.

## **4. Application Item #24: Emergency Contact**

Emergency contact information is required in case of fire or police emergency. Please provide detailed “Identification” information.

## **5. Application Item #33: Number of Employees**

The business license fee is based on the total number of employees (including the owner/operator) performing any part of their duties within the City of Milton.

The number of employees shall be determined by the employer’s most recent Unemployment Compensation quarterly report. A copy of the report may be requested for verification. Each part-time employee shall be considered as a full-time employee for the purpose of calculating the business license fee. A new business without employee history must provide an employee count estimate based upon the maximum number of employees projected to be employed during the calendar year. Businesses located outside the City shall determine their fee based upon the number of employees who come into the City to conduct business.

## Business License Fee Schedule

**\*\*\*License fees are subject to changed per City ordinance.\*\*\***

### Business License Fees:

New Business Application Fee (One Time Application Fee)	\$ 50.00
Home Occupation/Owner only (No Employees Allowed)	\$ 30.00
Business Employees/Including Owner	
0-2	\$ 30.00
3-5	\$ 60.00
6-12	\$120.00
13-25	\$300.00
26-50	\$600.00
51+	\$900.00

### Restaurant/Tavern/Cabaret:

Class 3 Restaurant and/or Tavern	\$ 60.00
Class 1 Music/Entertainment	\$ 120.00
Class 2 Music/Entertainment/Dancing	\$ 180.00

### Endorsements:

Pinball Machines	\$ 40.00 each
Video Game Tables	\$ 35.00 each
Pool/Billiard Tables	\$ 25.00 each

### Late Fees:

**After January 31<sup>st</sup> 50% of total license fee plus an additional 10% per month thereafter, not to exceed 100% of license fee.**