

Attestation and Declaration

I/We hereby attest that I/we have not been convicted of a crime which related directly to the business for which this license is sought, suffered a civil judgment based upon fraud, misrepresentation, violation of the Washington Consumer Protection Act or similar State or Federal statutes, or any other judgment, cease and desist order or consent decree relating to business activities.

I/We the undersigned, declare under the penalties of perjury and the denial of a license or revocation of any license granted, that I/we am/are the applicant or authorized representative (s) of the business making this application and that the answers contained, including any accompanying information, have been examined by me/us and that the information set forth is true, correct and complete. I/we understand the place of business must comply with all Federal, State and local codes and ordinances.

Signature of Applicant (s): _____ Date: _____

_____ Date: _____

Application Prepared By: _____ Date: _____

For City Use Only

Business License No.: _____ Expiration Date: _____

License Fee: \$ _____ Total Amt Paid: \$ _____

Date Paid _____ Cash / Check /Credit Receipt No.: _____

Business Type Code: _____ County: _____

City Approvals

	Sign	Date
Code Compliance	_____	_____
Zoning	_____	_____
Fire	_____	_____
Police	_____	_____

The City's acceptance of your application and fee does not constitute approval or authorization to conduct business. An incomplete application may delay the processing of your license. Be sure to review your application for accuracy and completeness prior to submittal. Please print or type clearly.

Return the completed application with appropriate fee to:

New Business Licenses
City of Bothell Community Development
18415 101st Ave NE
Bothell, WA 98011

If you have questions regarding business licensing, please contact:

Community Development
Phone: 425.806.6400
Email: BusinessLicenses@bothellwa.gov

2019 Business License Fee Schedule

Contractors Please Note:

In-City Contractors: Pay the appropriate fees from Categories A, B, and C.

Out-of-City Contractors: Pay fees from Category A and B only.

Locate the appropriate fees from each of the following categories and enter on application form

For new licenses applied for between January 1 and June 30 of each year, the fee for the license shall be 50 percent (highlighted in yellow below) of the business license fee schedule currently in effect at the time of the application (per Ordinance 2098).

CATEGORY A – Number of Employees						
	No. of	License Fee		No. of	License Fee	
	Employees	1/1/19-6/30/19	After 6/30/19	Employees	1/1/19-6/30/19	After 6/30/19
*Business owner counts as one employee.	1-2	\$15.50	\$31.00	51-75	\$270.00	\$540.00
	3-10	\$40.00	\$80.00	76-100	\$360.50	\$721.00
	11-25	\$83.50	\$167.00	101+	\$360.50	\$721.00
	26-50	\$179.50	\$359.00		+ \$6.50 for each ee over 100	+ \$13.00 for each ee over 100
CATEGORY B – Type of Business						
Code	Business Type	Description			Fee	
100	Public Assembly	Public recreation, funeral homes, clubs, restaurants, food service, and theater.			\$39.00 / \$78.00	
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.			\$39.00 / \$78.00	
300	Institutional Use	Health care facilities of various types. Adult daycare centers and adult family homes.			\$39.00 / \$78.00	
400	Residential	Business where primary use is residential. Includes hotels, motels, and lodging houses. For home offices, see "Store, Office" below.			\$29.50 / \$59.00	
401	Apartments	All apartments are included.			\$150.00 / \$300.00	
*500	Store, Office	Business involved in the sale, service, or maintenance of products.			\$20.50 / \$41.00	
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.			\$20.50 / \$41.00	
502	Contractors – out of City	Contractors based outside the City limit			\$20.50 / \$41.00	
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.			\$20.50 / \$41.00	
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.			\$10.50 / \$21.00 (Category B only)	
600	Basic Industry, Utility	Research/laboratory, military/defense, communications.			\$48.00 / \$96.00	
700	Manufacturing Use	Manufacturing/assembling of goods.			\$48.00 / \$96.00	
800	Storage Use	All types, except hazardous waste.			\$39.00 / \$78.00	
CATEGORY C – Square Footage						
Square Footage		License Fee		Square Footage		License Fee
Less than 3,000		\$0		17,001 to 20,000		\$1,130.20 / \$2,260.00
3,001 to 5,000		\$30.50 / \$61.00		20,001 to 50,000		\$1,363.50 / \$2,727.00
5,001 to 10,000		\$47.00 / \$94.00		Greater than 50,000		\$2,369.00 / \$4,738.00
10,001 to 15,000		\$732.00 / \$1,464.00		Greater than 50,000		\$1,579.50 / \$3,159.00 (Apts only)
15,001 to 17,000		\$1,007.00 / \$2,014.00				
SPECIAL CLASSIFICATIONS						
508	Amusement Game Device	Amusement game device located within a store, office, public assembly business, etc.			\$25.50 / \$51.00 per game device	
509	Secondhand Dealer	Resale of used goods.			\$25.50 / \$51.00	
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.			\$274.50 / \$549.00	
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.			\$93.00 / \$186.00	
OTHER FEES						
Change of Business Location		\$31.00	Change of Business Owner		\$31.00	Duplicate License \$10.00

EMERGENCY CONTACT INFORMATION

Date: _____

To better serve you, the City of Bothell Police Department requires updated emergency contact information for your business. Please take a moment to fill out this form completely and return it with your Business License Application. Include any relevant information that might assist police should an emergency arise at your business.

COMMERCIAL BUSINESS INFORMATION:

NEW BUSINESS UPDATED INFORMATION

BUSINESS NAME: _____ BUSINESS OWNER: _____

BUSINESS ADDRESS: _____

BUSINESS PHONE: _____ OWNER PHONE: _____

BUSINESS HOURS: _____ OWNER EMAIL: _____

BUSINESS GATE CODE: _____

KNOX BOX LOCATION: _____

DOES BUSINESS HAVE VIDEO SURVEILLANCE? YES NO

ALARM SYSTEM: Yes No

ALARM TYPE: BURGLARY FIRE PANIC

MONITORED: Yes No

AUDIBLE: SILENT:

MONITORED BY: _____ PHONE: _____

EMERGENCY CONTACT #1

NAME: _____

PRIMARY PHONE: _____

ALTERNATE PHONE: _____

EMERGENCY CONTACT #2

NAME: _____

PRIMARY PHONE: _____

ALTERNATE PHONE: _____

COMMENTS:

POLICE USE ONLY

FORWARD HARD COPY TO RECORDS

CAD/RMS DATA ENTRY (initials) _____

SERIAL # _____ DATE _____

MAP NUMBER _____

BEAT _____ SECTOR _____