



Master License Service
Department of Licensing
PO Box 9034
Olympia, WA 98507-9034
(360) 664-1400

License Fee Sheet

Use the **Master Business Application** to obtain any of the licenses listed on this form. We have indicated which licenses you can apply for using our online application. To apply for licenses not available online please fill out the required forms and send them by mail.

We have also indicated if a license requires agency approval. Do not begin an activity requiring approval until you receive a *Registrations and Licenses* document that displays the name of that license.

There are many other licenses not available through the Master License Service. To determine if you need any others, or to download application forms, visit our Business Licensing Guide at www.dol.wa.gov or call us at (360) 664-1400.

Application Fee

\$15

Department of Licensing

Must be paid each time a Master Business Application is submitted.

Registrations

Valid as long as you remain in business

Tax Registration - Available online

No additional fee

Department of Revenue

You must obtain a tax registration if you answer "yes" to any of the questions listed below. A tax registration cannot be transferred to another business.

- Do you plan to gross over \$12,000 per year?
- Will you be selling at retail any item or product to another person?
- Will you be repairing, installing, altering, decorating, or improving any item or product for another person (e.g., car repair, construction)?
- Will you engage in a business that is responsible for any other state taxes (e.g., timber, fish, litter, public utility, hazardous substance/waste, etc.)?

Industrial Insurance - Available online

No additional fee

Department of Labor & Industries

If you employ one or more people, you must apply

for industrial insurance coverage. **Excluded Groups:**

The groups listed below are exempt from mandatory coverage, but **you may request optional coverage** by completing the Employment section of the Master Business Application. An *Application for Optional Coverage* will be sent to you. Excluded groups include:

- Sole proprietors, partners, LLC members with management responsibility.
- Executive officers and corporate officers who are directors and shareholders. If you select elective coverage for your executive officers, all executive officers must be covered.
- Domestic servants (if less than 2 employed) and those performing gardening, maintenance or repair around the home.
- Services in return for aid or sustenance received from a religious or charitable organization.
- Minors under 18 employed on the family farm.
- Jockey racing.
- Entertainers and musicians.

- Volunteer law enforcement officers.
- Volunteer workers or student volunteers (K-12).
- Community service workers.
- Cosmetologists, barbers, estheticians or manicurists who lease stations.
- Newspaper carriers.
- Insurance agents, brokers and solicitors.
- Other employment as defined by RCW Title 51.

Unemployment Insurance - Available online

No additional fee

Employment Security Department

If you employ one or more people, you must apply for unemployment insurance coverage. Social Security numbers are required for all owners of a business that hires employees.

Profit corporations with employees must report wages for corporate officers who provide services in Washington. You may choose to exempt some or all officers by completing a Corporate Officer Exemption form with the Employment Security Department. If the corporation does not have employees the corporate officer wages are exempt unless the corporation chooses voluntary coverage on the MBA.

Non profit 501(c)(3) corporations must report and pay taxes on officer wages.

Trade Name Registration - Available online

\$5 per name

Department of Licensing

Trade Name or "Doing Business As" name must be registered if:

- Sole proprietor or partnership is using a name other than the full legal name of all the owners; or
- Corporations, limited partnerships or limited liability companies are operating under a name other than the name registered with the Office of the Secretary of State.

Please indicate all "Doing Business As" names on Section 2 of the Master Business Application.

This registration does not provide protection of the name.

To see if the Trade Name you are planning to use is already registered, visit the Business and Professional License Search website at:

www.dol.wa.gov/business/checkstatus.html

Please contact the Master License Service at 360-664-1400 for more information.

Renewable Registrations and Licenses

Must be renewed annually

Bulk Fertilizer Distributor - Available online **\$25 per location**

Department of Agriculture

Required for any business that brings into or that distributes within Washington commercial fertilizer in bulk (nonpackaged form).

Cigarette Sales, Retail & Wholesale

See "Tobacco Sales"

Collection Agency

\$650 for main location in Washington

\$350 for each branch location (in Washington or out of state/country)

Additional forms and agency approval required

Department of Licensing

Required for any business that:

- Collects debts on behalf of clients located in Washington and/or other states;
- Solicits claims for collection;
- Markets forms or a collection system to be used in debt collection; or
- Collects their own debts using a fictitious name to imply that a third party is involved.

The business must maintain a trust account and an office in Washington for the purpose of conducting its collection agency business. The office must be managed by a Washington resident and be open to the public during regular business hours. A \$5,000 surety bond is required.

Collection Agency – Out-of-State/Country

\$325 for main out-of-state location

\$175 for each branch location (out-of-state/country)

Additional forms and agency approval required

Department of Licensing

Required for any business outside Washington that undertakes the collection of a debt on behalf of clients who are also outside Washington, and that uses only telephone, mail or fax to collect, or attempt to collect, on debts from persons or businesses located inside Washington. A \$5,000 surety bond is required.

Note: Based on other states' laws, some businesses may be exempt from license fees and bonding. Please contact the Business & Professions Division at (360) 664-1389 for more information.

Commercial Telephone Solicitor

\$72 per location

Additional forms and agency approval required

Department of Licensing

Required for each location making unsolicited commercial telephone calls and selling goods or products during the call. Also required for those who offer free prizes by mail and invite a telephone response. Exclusions from coverage include, but are not limited to, those soliciting for educational, political, or charitable purposes; those for whom less than 60 percent of the prior year's sales were made by telephone solicitations; and those who sell to businesses who either resell the product or use it for manufacturing.

Contractor Registration

Additional forms required

Registration not available through MLS

Contact: Dept. of Labor & Industries (360) 902-6359 or 1-800-647-0982 (in state only) or www.lni.wa.gov

Any individual or business involved in construction, remodeling, repair, excavation, or demolition of any structure, road or property must obtain a Contractor Registration. This includes those who install floor coverings, lawn sprinkler systems, or scaffolding. Those who perform plumbing or electrical work must have additional certifications or licenses. Registration is also required for an individual who plans to hire subcontractors from more than one trade to work on a single project related to the individual's own property, with the intent to sell that improved property.

Corporate Registration

Additional forms required

Registration not available through MLS

Contact: Office of the Secretary of State (360) 725-0377
Washington based corporations doing business in Washington must file Articles of Incorporation.

Firms incorporated in any other state or country should contact the Corporations Division of the Office of the Secretary of State for filing requirements. **In addition to** filing the corporate registration forms a Master Business Application is required to MLS.

For expedited service to incorporate your business, complete the *Application to Form a Profit Corporation* at www.secstate.wa.gov/corps

Or you can complete the application on paper and mail it in a **separate envelope** to:

Corporations Division
Office of the Secretary of State
PO Box 40234
Olympia, WA 98504-0234

Egg Handler/Dealer - Available online

\$30 for first location

\$15 for each additional location

Additional forms required

Department of Agriculture

Required for businesses or persons that:

- Produce, handle, contract for, or obtain possession or control of eggs for sale to wholesalers, dealers or retailers within or into Washington; or
- Process eggs and sell them to wholesalers, dealers, retailers or consumers within or into Washington.

A license must be posted at each location where the licensee operates. **Note:** Poultry producers who sell eggs from their own flocks at the place of production directly to household consumers do not need to be licensed.

Employment Agency

\$783 for main location

\$540 for each branch location

Additional forms and agency approval required

Department of Licensing

Required for any for-profit business that helps persons obtain employment, where the job seeker pays for the service. This includes giving verbal or written lists of available employment positions. Application requires a \$2,000 surety bond, a copy of the client contract, and the fee schedule. General manager of the agency must be licensed with the Department of Licensing. **Exemptions:** Temporary employment services, labor unions, nonprofit schools and colleges, career guidance and counseling centers, theatrical agencies, and farm labor contractors.

Employment Directory Service

No fee

Department of Licensing

Required for any for-profit employment business that only provides written or verbal lists of employers, which do not include specified positions. Application requires a copy of the client contract.

For Hire

Permit: \$20

Certificates: \$20 per vehicle

Additional forms and agency approval required

Department of Licensing

Required for all vehicles used for the transportation of passengers for compensation in taxicabs, cabulances or other for hire vehicles (except limousines and whitewater craft; see specific licenses for those for hire vehicles). The state permit fee is not required if a permit fee is paid to a local city or county, however all vehicles must have a for hire certificate from the state, regardless. See also the section headed "Weighing & Measuring Devices" about registering the meter used in for hire vehicles.

Limousine Carrier

\$40 per location

Vehicle Certificate: \$25 per limousine

Vehicle Inspection Report: \$25 per limousine

Additional forms and agency approval required

Department of Licensing, Washington State Patrol, and Port Districts of King County

Required for any business that operates unmetered, unmarked, chauffeur-driven, luxury, for hire vehicles (definition of a limousine is found in RCW 46.04). Limousines must transport persons under a single contract, on a prearranged basis, to a specific destination or particular itinerary. Each limousine vehicle must pass inspection by the Washington State Patrol and be certified by the Department of Licensing. Businesses operating in the Port District of King County may be licensed through the port district. Other for hire businesses (such as taxi cabs) must register separately with the Department of Licensing (see For Hire license).

Liquor Licenses - Available online

Variable fees (see *Liquor License Description and Fee Information Sheet*)

Additional forms and agency approval required

Liquor Control Board

Required for businesses or nonprofit organizations retailing or serving beer, wine or spirits; or manufacturing, distilling, wholesaling, transporting, importing, or exporting alcoholic beverages. Also needed for changing the location of a licensed premises. A more detailed description of these licenses is available through the Master License Service.

Lottery Retailer - Available online

\$25 per location (one-time, nonrefundable)

Additional forms and agency approval required.

Washington's Lottery

Required for businesses selling Lottery products. Applicants must certify that they comply with federal, state and agency accessibility requirements, and provide a personal/criminal history. The Lottery also requires an electronic funds transfer account to transfer Lottery sales debits and credits. The Lottery will separately charge retailers a one-time \$700 set-up fee, and a weekly equipment and support fee. Contact the Lottery at 1-800-732-5101, option 4, for more information.

Manufactured/Mobile Home Community Registration (Mobile Home Parks)

\$10 per qualifying manufactured home in park*

Additional forms required

Department of Licensing

Registration is required of all manufactured and mobile home parks that offer two or more spaces (lots) in the park for rent or lease for year-round occupancy. A separate application must be submitted for each park. New parks must be registered within three months of offering spaces for rent to avoid penalties.

*A \$10 fee must be paid for **each** manufactured or mobile home within the park when the owner of the home does not also own the space on which the home is located.

Minor Work Permit - Available online

No fee

Agency approval required

Department of Labor and Industries

If you employ one or more people under 18 years old, you must apply for a permit to employ minors, in addition to industrial insurance as described on page 1.

Nursery Retailer/Wholesaler - Available online

Fees listed below include a 20% surcharge

Additional forms required

Department of Agriculture

Required for businesses that:

- Sell or hold live plants or turf for planting, breeding, or decoration; or
- Perform landscaping and lawn maintenance which provides planting or installing new plants or turf.

A license is not required if you sell cut flowers only. **Choose either a wholesale or retail license** based on what you believe will be your primary source of income, then estimate your total nursery sales for the calendar year. Determine the fee due based on your license type and your sales estimate.

Nursery Retailer:	License Fee:
Under \$2,500	\$50.40 per location
\$2,500 to \$14,999	\$109.20 per location
\$15,000 and over	\$218.40 per location

Nursery Wholesaler:	License Fee:
Under \$15,000	\$109.20 per location
\$15,000 and over	\$218.40 per location

Pesticide Dealer - Available online

\$67 per location

Additional forms and agency approval required

Department of Agriculture

Required to sell all pesticides. **Exception:** Not required if the pesticide is labeled **home and garden use only**. Each location must have a licensed Pesticide Dealer Manager to supervise pesticide distribution.

Private Investigative Agency

\$600 with unarmed principal

\$700 with armed principal

No fee for each additional location

Additional forms and agency approval required

Department of Licensing

Required for any business that exists to detect, discover or reveal criminal activity; obtain information related to persons or things; recover lost property; identify cause for accidents/losses; obtain evidence for investigations or detect eavesdropping devices. See RCW Chapter 18.165 for full description.

Rental Car Registration - Available online

No fee

Department of Licensing

Required for all businesses conducting retail rental car business.

Seed Dealer - Available online

\$25 per location

Department of Agriculture

Required for selling seeds except those packaged in containers of 8 ounces or less by a registered seed labeler.

Seller of Travel

\$202 per location

Additional documents and agency approval required

Department of Licensing

Required for businesses that arrange, or advertise to arrange travel accommodations for Washington consumers.

Shopkeeper - Available online

\$35 per location

Department of Health – Board of Pharmacy

Required of businesses (except licensed pharmacies) selling any nonprescription medication. These medications must be in the original manufacturer's packaging.

Tobacco Sales, Retail and Wholesale

Liquor Control Board

Required for businesses that sell cigarettes or other tobacco products. Cigarette licenses cover sales of cigarettes only. Licenses for tobacco products cover sales of all other tobacco products besides cigarettes. Both licenses must be held if cigarettes and other tobacco products are both sold at the same location. Additional documents and agency approval required.

Cigarettes

Cigarette Retailer - Available online **\$93**
Cigarettes sold at retail. Fee required per location.

Cigarette Vending Machine - Available online **\$30**
Each machine which dispenses cigarettes. A Cigarette Retailer license is also required. Fee required per machine at each location.

Cigarette Wholesaler
Main location **\$650**
Each branch location **\$115**
Purchase, sell, or distribute cigarettes to retailers for resale. You must include with your application the \$5,000 surety bond required by the Department of Revenue.

Tobacco Products

Tobacco Products Retailer - Available online **\$93**
Retail sales of tobacco products other than cigarettes. Fee required per location. (Fee waived if also applying for, or already have, Cigarette Retailer at same business location.)

Tobacco Products Distributor
Main location **\$650**
Each branch location **\$115**
Purchase, sell, or distribute tobacco products other than cigarettes to retailers for resale. (Fee waived if also applying for, or already have, Cigarette Wholesaler.)

Underground Storage Tanks

\$160 per tank

Additional forms required

Department of Ecology

Required for owners of storage tanks with a capacity greater than 110 gallons, that have at least 10 percent of volume (including piping) below the surface of the ground, and that contain petroleum or other hazardous substances. Some tanks may be exempt. The application must be filed by the owner within 30 days **after** a new installation is complete, or upon modification or purchase of existing tanks. **Note:** A notice of intent to install (Form ECY 020-95) must also be filed directly with the Department of Ecology at least 30 days before new installation work begins.

Used Vehicle Battery Collector

\$15 per location

Additional forms required

Department of Ecology

Required for businesses that collect used vehicle batteries that are separate from the vehicle. This license is not required for businesses accepting exchanges during sales of new batteries.

Vehicle Sales or Disposal

Various fees (see the *Vehicle-Related License and Fee Description Sheet*)

Additional forms and agency approval required

Department of Licensing

Required for businesses that:

- Annually offer, display or sell more than four cars, trucks and/or motor homes, or otherwise act as a dealer of such vehicles;
- Deal in boats or vessels, manufactured homes, park homes, travel trailers, fifth wheel trailers, horse trailers, utility trailers, off-road vehicles, motorcycles and/or snowmobiles;
- Manufacture or remanufacture vehicles for distribution to Washington dealerships;
- Transport vehicles over Washington highways;
- Operate a registered tow truck; and/or
- Act as a hulk hauler, vehicle wrecker or scrap processor.

A more detailed description of these licenses is available through Master License Service.

Waste Tire Carrier

\$200 (\$50 nonrefundable) plus \$50 per vehicle

Additional forms and agency approval required

Department of Ecology

Required for businesses transporting tires no longer usable due to wear, damage or defect. Businesses licensed by the Utilities and Transportation Commission or a local government authority need not apply. A \$10,000 bond is required.

Waste Tire Storage Site Owner

\$250 per location (\$50 nonrefundable)

Additional forms and agency approval required

Department of Ecology

Required of any business with outside storage of more than 800 tires which are no longer suitable for their original purpose. The business is required to have:

- A permit from the County Health Department where the site is located.
- Financial assurance sufficient for hiring a third party to remove the maximum number of tires permitted to be stored at the facility and deliver the tires to a facility permitted to accept the tires.

Weighing and Measuring Devices - Available online

Various fees (see the *Weighing and Measuring Devices Addendum*)

Department of Agriculture (statewide); and Cities of Seattle & Spokane

Required for businesses where devices are used to determine the charges for a product or service on the basis of weight or measure (i.e. scales or meters). The Weighing and Measuring Devices addendum must be submitted with the Master Business Application.

Whitewater River Outfitter

\$25 per location

Additional form and agency approval required

Department of Licensing

Required for businesses carrying, or advertising to carry, for-hire passengers on whitewater sections of Washington rivers. Applicants must provide proof of correct liability insurance and certify that they meet all requirements, including use of qualified guides.

X-Ray Facilities and Devices - Available online

Various fees (see the *X-ray Facility and Devices Registration Addendum*)

Department of Health (statewide)

Required for businesses having a facility with any of the X-ray tube types listed on the addendum form, including dental or medical offices, hospitals, veterinary, educational, security, research or industrial facilities. In the "Licenses and Fees" section of the Master Business Application form, write the type of facility, the facility fee amount, and the total amount of X-ray tube fees for that facility, as shown on the addendum form. Contact Dept. of Health for regulatory questions at 1-800-299-9729.

City licenses available through Master License Service - Available online

In most cities, a city license is required for businesses operating within the city limits, including those businesses that are located outside the city limits but perform services for customers inside the city limits. Businesses located outside city limits must carry a copy of their license while operating in the city.

You may apply for the General Business License for the following cities using the Master Business Application at the same time you apply for state licenses and registrations. In addition to the General Business License some cities may require other licenses, such as a Home Occupation Permit or temporary license, to conduct particular business activities. Contact the cities directly for more information.

See the City Fee Sheet for fees and descriptions for the cities listed below. Additional forms and city approval are required for each city.

Anacortes
Bellevue
Blaine
Bonney Lake
Covington
Duvall
Eatonville
Fircrest
Gig Harbor
Ilwaco
Issaquah
Lake Stevens
Liberty Lake
Long Beach
Longview

Marysville
Monroe
Prosser
Pullman
Richland
Ruston
Sammamish
Skykomish
Spokane Valley
Stanwood
Sultan
Sumner
Tumwater

Additional cities continue to partner with the Master License Service program. Visit our website at <http://www.dol.wa.gov> or contact us at (360) 664-1400 for a current listing.