



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 <ul style="list-style-type: none"> <input type="checkbox"/> Resident Business (located IN City limits) <ul style="list-style-type: none"> <input type="checkbox"/> Home Occupation (additional forms/fees required) <input type="checkbox"/> Mall Space/Consignment <input type="checkbox"/> Farmers Market Vendor <ul style="list-style-type: none"> <input type="checkbox"/> Thursday Market <input type="checkbox"/> Sunday Market <input type="checkbox"/> Non-Resident Business (located OUTSIDE City Limits - \$25 flat fee) <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 www.snohomishwa.gov for special license requirements) 	<input type="checkbox"/> Special Event Permit <input type="checkbox"/> Mobile Food Vendor <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: _____ **Contractor License No.:** _____

Describe Business Activities: _____

Other Mall Spaces / Business Locations within the City: _____

CITY USE ONLY	Received Date:	Received By:	Amount Received:	Receipt Number:

NON-RESIDENT BUSINESS LICENSE (located outside City limits) - \$25.00 annual fee
NON-PROFIT Business License: No Annual Fee

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

BUSINESS OWNER INFORMATION		RESIDENT LICENSES ONLY: No. of Owners & Full-time Employees	Fee Scale Based on Number of Owners & Employees	
Business Owner Name:		# _____ (Total)	0 – 4	\$25.00
Mailing Address:			5 – 8	\$55.00
City, State, Zip:		*THIS FEE IS NON-REFUNDABLE	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

(APPLIES ONLY TO RESIDENT BUSINESS LICENSES LOCATED WITHIN THE HISTORIC BUSINESS DISTRICT)

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					



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 in Historic District That Are 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 Historic District business is exempt.

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