



CITY OF SNOHOMISH

116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · (360) 568-3115 · WWW.SNOHOMISHWA.GOV

BUSINESS LICENSE APPLICATION

APPLICATION INFORMATION

Application / License Type	Special License / Permit <small>Refer to Chapter 5 SMC for special license requirements</small>
<input type="radio"/> New Application <input type="radio"/> Resident Business (INSIDE city limits) <input type="radio"/> Home Occupation (requires additional fee/form) <input type="radio"/> Mall Space/Consignment <input type="radio"/> Farmers Market Vendor <input type="radio"/> Non-Resident Business (OUTSIDE city limits - \$25 fee) <input type="radio"/> Non-Profit Business License <input type="radio"/> Change of Information <input type="radio"/> Renewal <input type="radio"/> Special License/Permit (select from column to the right)	<input type="radio"/> Adult Entertainment <input type="radio"/> Fireworks <input type="radio"/> Gambling <input type="radio"/> Mobile Food Vendor <input type="radio"/> Solicitor/Canvasser <input type="radio"/> Pawnshop <input type="radio"/> Taxicab <input type="radio"/> Other: _____ <i>Special licenses may require additional application forms and fees; please allow extended processing time.</i>

BUSINESS INFORMATION

Legal Business Name:	
Doing Business As (DBA) Name:	
Type of Business:	
Business Address:	Mall Space #:
City, State, Zip:	
Business Phone:	E-mail:
Contact Name:	Phone #:
Mailing Address:	City, State, Zip:
Emergency Contact:	Phone #:
WA State UBI # (required):	Contractor License #:
Description of Business Activities:	
Other mall spaces / business locations within City:	

CITY USE ONLY

Received Date	Received By:	Amount Paid:	Receipt Number:
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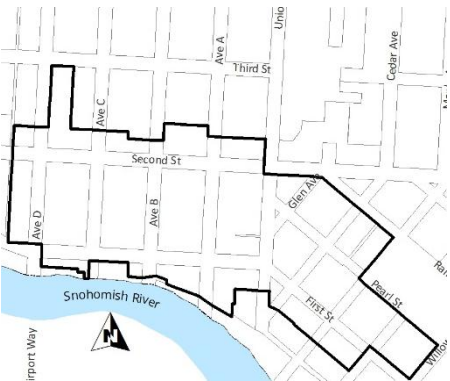
NON-RESIDENT LICENSE (OUTSIDE CITY LIMITS): \$25.00 ANNUAL FEE
NON-PROFIT LICENSE: NO ANNUAL FEE

RESIDENT BUSINESS LICENSE ONLY

BUSINESS OWNER INFORMATION		Owners & Full-Time Employees	Fee Based on Number of Owners & Employees	
Owner Name:		# _____	0 – 4	\$25.00
Mailing Address:			5 – 8	\$55.00
City, State, Zip:		THIS FEE IS NON-REFUNDABLE	9 – 10	\$100.00
Owner Name:			11 – 15	\$125.00
Mailing Address:			16 – 20	\$150.00
City, State, Zip:			21 – 30	\$200.00
			31 – 40	\$250.00
			41 +	\$425.00
Ownership Type:	<input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Trust <input type="checkbox"/> Partnership <input type="checkbox"/> Non-Profit		Farmer's Market Vendor	
		Mall Space/Consignment		\$25.00

SNOHOMISH PARKING AND BUSINESS IMPROVEMENT AREA (PBIA)

APPLIES ONLY TO RESIDENT BUSINESS LICENSES LOCATED WITHIN HISTORIC BUSINESS DISTRICT

RETAIL		NON-RETAIL		OTHER BUSINESS	
Square Footage	PBIA Fee	Square Footage	PBIA Fee	Business Type	PBIA Fee
<input type="checkbox"/> Mall Space(s)	\$25.00	<input type="checkbox"/> < / = 500 sf	\$25.00	<input type="checkbox"/> Financial Institutions	\$250.00
<input type="checkbox"/> < / = 150 sf	\$25.00	<input type="checkbox"/> 501 – 1,000 sf	\$50.00	<input type="checkbox"/> Hotel, Motel, Bed & Breakfast	\$12.50 per Room # _____
<input type="checkbox"/> 151 – 500 sf	\$50.00	<input type="checkbox"/> 1,001 – 1,500 sf	\$75.00	<i>Minimum Assessment: \$12.50</i> <i>Maximum Assessment: \$250.00</i>	
<input type="checkbox"/> 501 – 1,000 sf	\$100.00	<input type="checkbox"/> 1,501 – 2,000 sf	\$100.00		
<input type="checkbox"/> 1,001 – 1,500 sf	\$150.00	<input type="checkbox"/> 2,001+ sf	\$125.00		
<input type="checkbox"/> 1,501 – 2,000 sf	\$200.00	<i>Minimum Assessment: \$25.00</i> <i>Maximum Assessment: \$125.00</i>			
<input type="checkbox"/> 2,001+ sf	\$250.00				
<i>Minimum Assessment: \$25.00</i> <i>Maximum Assessment: \$250.00</i>				<u>Businesses in Historic District That Are Exempt from PBIA Assessment:</u> <input type="checkbox"/> Qualified charitable organizations (IRS Code 26 USC 170) <i>must provide supporting documentation.</i> <input type="checkbox"/> Governmental agencies <input type="checkbox"/> Private residences <input type="checkbox"/> Special event sponsors and participants <input type="checkbox"/> Participants in the Farmers' Market <input type="checkbox"/> Entertainers and/or artists engaged in business on streets or in parks within the PBIA area. <i>Please check appropriate box if your Historic District business is exempt.</i>	
 <p align="center">HISTORIC BUSINESS DISTRICT</p>		<p>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.</p> <p>Assessments can be appealed in writing at City Hall, 116 Union Avenue, Snohomish, WA 98290.</p> <p>For information regarding PBIA services and meetings please contact Historic Downtown Snohomish (HDS).</p>			

FEE CALCULATION

APPLICANT VERIFICATION

Business License Fee	\$	I certify under penalty of perjury that the information above is correct to the best of my knowledge and belief. _____ Signature Date
Special Event/Permit Fee	+ \$	
PBIA Assessment	+ \$	
Total Fee (Cash/Check Only)	= \$	
		The City of Snohomish Tax Code is 3115 – please provide this number on your State excise tax return so your dollars work locally. Thank you!