

MAIL TO:
CITY OF SHORELINE, BUS LICENSES Shoreline Business License Application

17500 Midvale Ave N
 Shoreline, WA
 98133-4905

206-801-2230
 clk@shorelinewa.gov

Annual License Fee: \$40 (First date of business is Jan 1 to June 30)

Half-Year License Fee: \$20 (First date of business is July 1 to Dec 31)

Registered 501C3: \$0



FILL OUT THIS FORM COMPLETELY (INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED)

Check all that apply: In-City Business Outside-City Business (Business located in another city, but entering Shoreline to engage in business)
 New Business Additional Location Location Change New Ownership Name Change

LEGAL ENTITY NAME		WA STATE UBI#	
BUSINESS OR TRADE NAME (DBA)		BUSINESS PHONE	
PHYSICAL ADDRESS (Street Number, Street, City, State, Zip)			
MAILING ADDRESS (Street Number, Street, City, State, Zip) Check if same as physical address			
PRIMARY BUSINESS LICENSE CONTACT NAME	PHONE	EMAIL ADDRESS	
PRIMARY TAX CONTACT NAME	PHONE	EMAIL ADDRESS	
EMERGENCY CONTACT (OTHER THAN ABOVE OR OWNER)	PHONE	EMAIL ADDRESS	
BUSINESS ENTITY TYPE COMMERCIAL BUSINESS Shoreline HOME BASED BUSINESS Individual / Sole Proprietorship Corporation Partnership LLC Non-Profit 501 Government Entity			
COMPANY WEBSITE	FIRST ACTIVITY DATE IN SHORELINE	ESTIMATED GROSS ANNUAL INCOME IN SHORELINE	NUMBER OF FULL-TIME EMPLOYEES AT LOCATION
NATURE OF BUSINESS (CHECK ALL THAT APPLY) Retail Manufacturing-Extracting Service Gambling Wholesale Cable Franchise Utility WMBE (Women/Minority Owned) Printing/Publishing Mobile Food Vendor Door to Door Sales Other		DETAILED DESCRIPTION OF PRINCIPAL BUSINESS ACTIVITY IN SHORELINE	

I hereby swear or affirm that the statements and information furnished by me on this application are, to my knowledge, accurate, true and complete. I acknowledge these statements and information are public records that may be available for public inspection pursuant to RCW 42.56, the Public Records Act, and that any inaccurate, false, or incomplete statement may be a crime under the RCW and/or SMC, punishable under RCW 9.92 and/or SMC 5.05.100

APPLICANT'S SIGNATURE	PRINT NAME	TITLE
E-MAIL	PHONE #	DATE SIGNED
FOR OFFICE USE ONLY		
Date	Amount Paid	Payment Type
		NAICS
		Application #

WILL YOUR BUSINESS HAVE ANY OF THE FOLLOWING (*MUST COMPLETE if your business is located in Shoreline)	
<input type="checkbox"/> *How many customers do you expect weekly? _____ <input type="checkbox"/> *What is the square footage of the business? _____ <input type="checkbox"/> *Proposed interior/exterior modifications? <input type="checkbox"/> Have you been registered as a business within the city?	<input type="checkbox"/> *Will you be operating any of the following (circle those that apply): adult cabaret, public dance, massage, panoram device, pawnbroker, secondhand dealer, solicitor

CHECK & COMPLETE	SOLE - PROPRIETOR	OWNER'S LAST NAME	FIRST NAME	E-MAIL
		SPOUSE'S LAST NAME	FIRST NAME	E-MAIL
		OPERATED BY BOTH SPOUSES? Yes No		
	PARTNERSHIP	1ST PARTNER'S LAST NAME	FIRST NAME	E-MAIL
		2ND PARTNER'S LAST NAME	FIRST NAME	E-MAIL
		3RD PARTNER'S LAST NAME	FIRST NAME	E-MAIL
	CORPORATION OR LLC	PRESIDENT'S LAST NAME	FIRST NAME	E-MAIL
		VICE PRESIDENT'S LAST NAME	FIRST NAME	E-MAIL
		SECRETARY'S LAST NAME	FIRST NAME	E-MAIL
		TREASURER'S LAST NAME	FIRST NAME	E-MAIL

Restaurant and Food Handlers are required to submit a copy of their Health Department Certificate with their City of Shoreline Business License Application. (WAC 246-217)

Portable fire extinguishers must be provided, 2A-10BC minimum size. Exact number and placement details can be obtained from Shoreline Fire & Emergency Services, Community Risk Reduction. Annual service required.

Permits may be required from Fire and/or the Building Department and the Water Utility for your proposed use, operation or remodeling.

Annual inspections will be conducted by the Shoreline Fire Department.

Prior to commencing your business, you may be required to meet with the Shoreline Fire Department and/or the City Planning & Community Development team, or the water utility that serves your establishment whether your business will meet all applicable City codes for the type of business proposed.

Providing valid email addresses will ensure electronic communications will be received from the City.