

2012 BUSINESS LICENSE APPLICATION

The City of Bainbridge Island Municipal Code requires that all businesses have a business license.
All businesses must comply with city codes and must have Department of Planning & Community Development approval prior to opening.

If a business has more than one location in the city, a separate license shall be obtained for & displayed in each location.

Business Name: _____ Business Phone: _____ Fax: _____

dba (if any): _____ Email: _____

If this license will apply to more than one business, please attach a letter noting additional business names, descriptions, and contact details.

Physical Address: _____ City/State: _____ Zip: _____

What is the square footage of the area occupied by your business? _____

Mailing Address: _____ City/State: _____ Zip: _____

Owner Name(s): _____ Owner Phone: _____

Washington State UBI#: _____ Federal EIN or SS Number is optional: _____
(required - go to www.bls.dor.wa.gov for information on obtaining a UBI # via a WA State Master Business License application)

MUST BE COMPLETED Name: _____ Phone: _____

Emergency Contacts Other Name: _____ Phone: _____

Than Owner/Local Preferred Name: _____ Phone: _____

AFTER HOURS CONTACT Name: _____ Phone: _____

Type of Ownership (Circle One): Sole Ownership Partnership Corporation LLC

Type of Business (Circle all that apply): Retail Wholesale Service Manufacturing Other: _____

DETAILED DESCRIPTION OF PRODUCT OR SERVICE: _____

Number of Employees _____ Will you need a sign? Yes No

IF YOU OPERATE THIS BUSINESS OUT OF YOUR HOME

⇒ Will any sales be made on the premises? Yes No

⇒ Will you have business equipment outside your house/garage/outbuildings? Yes No

⇒ Will any large or heavy equipment be stored on the premises? Yes No

If so, please describe: _____

⇒ How many people are employed at the home other than residents? _____

IF YOU QUALIFY FOR EXEMPTION FROM FILING B&O TAX REPORTS

Qualification: If your business received less than \$100,000 in total gross revenue during 2011, you are exempt from filing a B&O tax report for 2011. (Note: This box must show the amount of 2011 total gross revenue.)

Certification: 2011 Total Gross Revenue _____

The undersigned hereby certifies under penalty of perjury, under the laws of the State of Washington, that the above-named business received less than \$100,000 in total gross revenue during 2011.

Print Name: _____ Title: _____

Signature: _____ Date: _____

ADDITIONAL LICENSING REQUIREMENTS

Please contact the Finance Department if you own or operate any of the following: (1) cabaret (2) games of skill (video games) (3) amusement games (billiard tables, pool tables, foosball tables, etc.) (4) jukeboxes OR (5) veterinary clinics and/or animal boarding facilities.

Additional licensing is required.

City licenses are subject to all State licensing requirements. Go to <http://www.dol.wa.gov/listoflicenses> to confirm if your business needs additional licensing.

NOT VALID UNLESS SIGNED ON REVERSE

