

Business License Renewal Frequently Asked Questions:

Q: When is my payment due?

A: December 31st , 2018

Q: Which methods of payment do you accept?

A: Cash, Check, Visa, or MasterCard. Please note that all Visa and Mastercard transactions processed over the phone or in person will be assessed a 3% service fee (does not apply to online renewals)

Q: How can I update information or make changes to my account?

A: Contact us at 253-804-5011

Q: How do I set up my account online?

A: You can set up your account here: [CREATE AN ACCOUNT](#)

Q: How can I recover my password if I have forgotten it?

A: By clicking on the following link you will be able to reset your password and have it delivered to the email address under which the account was set up: [FORGOT PASSWORD](#)

Q: I renewed my license online but I am unable to print. What do I do?

A: In 2018 the City added a feature that allows you to print your license in the event you have lost it or forgot to print it after making your annual payment. Simply log in to your account and you will see a “Print License” option.

Q: What should I do if I have a change of address?

A: Please fill out a new application and submit directly to the Permit Center. You can submit a new application via email at permitcenter@auburnwa.gov or by visiting our office on the 2nd floor at 1 East Main Street, Auburn WA.