



GENERAL BUSINESS LICENSE APPLICATION

Form last updated March 2016

Physical Address:
Auburn City Hall Annex, 2nd Floor
1 East Main Street

Mailing Address:
25 West Main Street
Auburn, WA 98001-4998

Webpage & Email:
www.auburnwa.gov
permitcenter@auburnwa.gov

Phone and Fax:
Phone: 253-931-3090
Fax: 253-804-3114

BUSINESS INFORMATION

BUSINESS LICENSE# _____

New Business New Location New Owner Name Change Home Based Business

Name of Business: _____ Opening Day of Business: _____

Business Location: _____ Suite # _____ City: _____ Zip: _____

Business Phone: () _____ Business Email: _____ Website: _____

Type of Business: Retail Service Wholesale Manufacturing # of Employees (including yourself): _____

Please describe your business: _____

Type of Ownership: Sole Proprietorship Corporation LLC Partnership Non-Profit*

*If this is a Non-Profit Organization exempt from taxation under 26 USC 501(c)(3) or (4) please provide IRS documentation.

Washington State UBI# _____ NAICS Code: _____

Both of the above items are available at: <http://dor.wa.gov/content/doingbusiness/registermybusiness/brd/>

Contractor ID# (if applicable): _____ Available at: <https://fortress.wa.gov/lni/bbip/>

Federal Tax Identification Number (EIN) – not applicable to a Sole Proprietor: _____

PROPERTY/BUILDING INFORMATION

Parcel #: _____ Available at: <http://www5.kingcounty.gov/parcelviewer/viewer/kingcounty/viewer.asp>

Total Building Square Footage: _____ Square Feet Used for Business: _____ Property Square Footage: _____

Please provide estimated square footage information for each of the following activities:

Retail: _____ Service: _____ Wholesale: _____ Manufacturing: _____

Please check any of the following boxes for the types of improvements that you are intending to perform on the site and/or building (these are items that generally require other types of approvals or permits):

- Moving/erecting/removing walls Plumbing or Mechanical work Replace/remove windows/doors
- Replace/relocate signs/sign face Modification of parking layout/stripping Modify or create new vehicular access

Do you have a security alarm system: Yes No

If yes, registration required. Please visit: <https://www.crywolf.us/oss/auburnwa/>

BUSINESS ACTIVITY

For each of the below questions there are references to supplemental forms. All forms referenced below are available for download at the following web address: http://www.auburnwa.gov/services/resource_library/forms.htm

Will you be storing hazardous materials? Yes No If yes, please attach Hazardous Materials Inventory Statement

Are you operation a food service business? Yes No Provide a Fats, Oil, and Grease (FOG) Plan

Is the business based out of your home? Yes No If yes, please attach a Home Occupation Application

The following businesses require specialized licenses that require additional forms: Ambulance Services, Amusement Devices, Auto Races, Cabarets, Carnivals, Circuses, Dances, Fire Extinguisher Servicing, Massage Businesses, Health Salons, Public Bathhouses, Merchant Patrol, Private Detective, Motor Vehicle Wrecker, Outdoor Musical Entertainment, Pawnbroker, Solicitor, Taxicab and Tow Trucking.

BUSINESS OWNER INFORMATION			
Name:		Driver's License #:	
Date of Birth:			
Address:		City:	State:
Zip:			
Phone: ()	Fax: ()	Email:	
BUSINESS CO-OWNER INFORMATION (IF APPLICABLE)			
Name:		Driver's License #:	
Date of Birth:			
Address:		City:	State:
Zip:			
Phone: ()	Fax: ()	Email:	
LOCAL EMERGENCY CONTACT INFORMATION			
Name:		Driver's License #:	
Date of Birth:			
Address:		City:	State:
Zip:			
Phone: ()	Fax: ()	Email:	
Alternate Phone: ()	Alternate Fax: ()	Alternate Email:	
MAILING INFORMATION (THIS IS WHERE BUSINESS LICENSE RENEWALS WILL BE SENT)			
Company Name:		Department/Person:	
Address:		City:	State:
Zip:			
Phone: ()	Fax: ()	Email:	

FEES		BUSINESS IMPROVEMENT MAP (BIA) MAP
Business License – Applied at time of application submittal and each subsequent calendar year	\$50.00	
Specialized Licenses – For businesses that require a specialized license, an additional fee will be assessed at the time of submittal and each subsequent calendar year	Various	
Business Improvement Area (BIA) – The BIA fee applies to businesses located in downtown Auburn (see adjacent map). The fee is based on the square footage of the business. It is collected by the City of Auburn and transmitted to the Auburn Downtown Association (ADA).	Based on Square Feet of Space	

I hereby certify and declare under penalty of perjury under Washington law that the statements furnished by me on this application are true and complete to the best of my knowledge. I understand that issuance of this license is conditioned upon compliance at all times with all applicable ordinances, regulations, conditions, and statutes of the City of Auburn and the State of Washington. The issuance of this business license does not imply compliance with the Zoning Code and International Fire and Building Codes.

Name

Signature

Date