

We wish to take this opportunity to welcome you and your business to the City.

The City of Lynnwood requires that every person doing business within the City limits obtain a City Business License (LMC Chapter 5.04). In addition, certain businesses may also need to obtain special licenses if the business activities include any of the following:

- Adult entertainment
- Alcohol or Liquor
- Amusement centers/devices
- Auctions or auctioneers
- Bathhouses
- Carnivals, circuses, or parades
- Christmas tree lots
- Escort bureaus or escorts
- Fireworks stands
- Gambling
- Panorams, previews, or picture arcades
- Peddlers and salesmen
- Peep shows
- Public or teen dances
- Secondhand or pawn shops
- Taxis or for-hire vehicles
- Temporary special events
- Vending machines

For questions regarding **zoning, signage, tenant improvements, fire alarm/sprinkler requirements** or **permit information**, contact the Permit Center at (425) 670-5400. For questions regarding **cross connection control** or **F.O.G. requirements**, please contact Public Works at (425) 670-5221.

ABOUT BUSINESS LICENSES

A Washington State Master License and UBI number are required before obtaining a City Business License. Please contact the Department of Revenue at (800) 674-7706, (425) 984-6400, or:

**19800 N. CREEK PKWY, STE 101,
BOTHELL, WA 98041**

Business licenses are non-transferable and are issued for a specific location. If your business changes location or ownership, a new business license application must be submitted. For businesses with multiple locations in the City of Lynnwood, a separate business license is required for each location.

Business licenses expire December 31 (with the exception of taxicab businesses) of the calendar year issued. Failure to renew your license by February 15 of the following year will result in an additional 50% penalty fee. A renewal notice will be sent to your mailing address in December of each year. It is the business owner's responsibility to keep the address on record current.

APPLYING FOR YOUR BUSINESS LICENSE

An incomplete application may delay the processing of your license. Be sure to review your application for accuracy and completeness prior to submittal. The City's acceptance of your application and fee does not constitute approval or authorization to conduct business. Application submittal grants appropriate City officials the right to inspect your property for minimum life/safety requirements. Certain businesses may require additional fees, see next page.

<u>Business Type</u>	<u>Required Application Sections</u>
Lynnwood (Resident) Business (<i>located within the city</i>)	A, B, C, D, E & F
Home Occupation (<i>business from residence</i>)	A, B, C, D, E & F
Non-Profit Business Registration (<i>with documentation</i>)	A, B, C, D, E & F
Outside (Non-Resident) Business (<i>business is located outside city</i>)	A, B, C & F

<u>License Fees, by Application Date</u>	<u>Jan. 1-July 31</u>	<u>Aug. 1-Dec. 31</u>
First time business license (resident or home occupation)	\$122.50	\$61.25
Home Occupation	\$30.00	\$15.00
Lynnwood Business plus	\$103.00	\$51.50
Per Employee fee (full and part-time)	\$85.00	\$42.50
Outside (Non-Resident)	\$166.00	\$83.00

Each year all businesses active in the City of Lynnwood are required to renew their licenses per the Lynnwood Municipal Code, Section 5.04.040. Please make any necessary changes to the information and fees (according to the following schedule) and return with amount due.

BASE FEE (only one will apply)

ADDITIONAL FEES FOR LICENSE OR REGISTRATION (use all that apply)

B U S I N E S S	Code	Description	Fee
		General Business	
	L01	Resident	103.00
	L02	Home Occupation	30.00
	L03	Non-Resident	166.00
		(Unless found below)	
	L14	Adult Entertainment Premises	2809.00
	L62	Amusement Device Owner (owns & places devices within other businesses)	339.50
	L22	Billboard Master	.00
	L23	Cabulance	100.00
L26	Escort Bureau/Introductory Service	562.00	
L29	Garbage	.00	
L32	Mobile Home Park	30.00	
L35	Multiple (Apt, Motel, Hotel)	25.00	
L37	Panoram/Picture Arcade	561.50	
L38	Pawn Broker/Secondhand Dealer	280.00	
L41	Skate Rink	112.50	
L44	Taxi	175.00	
L47	Theater	200.00	
L50	Flea Market Vendor	.00	
L65	Vending Device Owner (owns & places devices within other businesses)	111.50	

Code	Description	Flat Fee	Per Unit Fee
L60	Amusement Center (Does not own amusement devices but operates 14 or more devices)	339.50	
L61	Amusement Operator (Does not own amusement devices but operates 13 or less devices)	228.00	
L72	Amusement Device (10¢ or less) Device owner pays		25.00
L73	Amusement Device (11¢ or more) Device owner pays		50.00
L63	Dance	200.00	
L66	Body Scrub Facility	47.50	
L67	Body Scrub Manager		40.00
L68	Body Scrub Attendant	40.00	
L71	Garbage Account (Garbage-Residential)		3.00
L70	Garbage Account (Garbage-Commercial)		100.00
L74	Employee (For Certain Businesses)		15.50
L75	Employee (Resident only) (Include full and part time)		85.00
L76	Occupancy (Alcoholic beverages consumed on premises)		1.00
L77	Space (Mobile Home)		1.00
L82	Unit (Multiple)		.60
L80	Vehicle (Cabulance)		25.00
L83	Vending Device (Non-Cigarette) Device owner pays		5.50
L84	Vending Device (Cigarette) Device owner pays		27.00
L88	Billboard Sign		50.00
L51	Flea Market Vendor (Single Day)		10.00
L52	Flea Market Vendor (Weekend (2 day))		16.00
L53	Flea Market Vendor (Yearly (Annual))		40.00
L45	Fore-Hire Vehicle (Per Vehicle)		20.00

R E G I S T R A T I O N	Code	Description	Fee
	R14	Ambulance	28.00
	R31	Church	.00
	R44	City Agency	.00
	R15	Condominium	.00
	R24	Counselor/Psychologist	.00
	R43	County Agency	.00
	R41	Federal Agency	.00
	R16	Fraternal	.00
	R20	Gambling	.00
	R17	Insurance Agent	.00
	R23	Non-Profit Organization	.00
	R32	Public School	.00
R22	Service Organization	.00	
R42	State Agency	.00	

Code	Description	Fee
F91	First Time License Resident (122.50 – 19.50 = 103.00 Base Fee)	19.50
F92	First Time License Home Occupation (122.50 – 92.50 = 30.00 Base Fee)	92.50

Non-resident businesses are not required to renew at this time – unless presently doing business in Lynnwood. Please renew before doing business in Lynnwood.

If you have any questions in the process of completing this application, contact the Business License Division, telephone **(425) 670-5159**. Fees are subject to change. Contact the Business License Division for changes.

Doing Business As (DBA) = What is the name of your business if different than the corporate or parent company name?
 Doing Business In (DBI) = If your business is doing business inside of another business, what is the name of this other business?