

**Administrative Services Department**

**Business License Application**

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

The City of Lynnwood Municipal Code 5.04 requires that every person doing business within the city limits obtain a city business license. In addition, certain businesses may also need to obtain special licenses if the business activities include bathhouse, adult entertainment, peddlers and salesmen, public and teen dances, teen dancehalls, circuses, carnivals, parades, temporary special events, taxi cab companies, for-hire vehicles, escort bureaus, escorts, amusement centers, amusement devices, vending machines, Christmas tree lots, fireworks stands, pawnbrokers, second-hand dealers, gambling, panorams, previews, picture arcades, peep shows, auctions, auctioneers or if liquor is served on the premises.

Questions regarding **zoning or signage** for your business, call **the Community Development Department at 425-670-5410**. For tenant improvements or permit information, contact the **Permits/Inspection Department at 425-670-5400**.

A Washington State Master License and U.B.I. number is required before obtaining a business license. Please contact the Department of Revenue at 1-800-647-7706 or 425-356-4800. The Everett branch is located at:

**9930 Evergreen Way, Ste Y-150  
Everett, WA 98204**

Business licenses are non-transferable and 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 business license is required for each location.

**Business Licenses expire December 31 (with the exception of taxi businesses) of the year issued.** Failure to renew your license by February 15th 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.

**Complete the following sections as they apply to your business license application:**

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

License fees

First time business license (resident or home occupation)	\$115.50
Home Occupation per annum	\$ 28.50
Lynnwood Business per annum plus	\$ 97.50
Per Employee fee (full and part-time)	\$ 15.50
NonResident first time and per annum	\$157.00

**PLEASE NOTE:** *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.***

**Certain businesses may require additional fees. Please see next page for fee schedule.**