

CITY OF CLARKSTON BUSINESS LICENSE INFORMATION AND APPLICATION PACKET

BUSINESS LICENSE REQUIREMENTS

We want to help you and your business to be successful and to comply with city and state laws. Below, we have summarized several requirements that you should be aware of. **Submittal of this application does not indicate approval of your business license. Your license will be mailed to the address on the application when it has been approved. OPERATING A BUSINESS WITHOUT A CITY BUSINESS LICENSE IS A VIOLATION OF CITY LAW.**

When is a Business License Required?

You must obtain a City of Clarkston business license to conduct business of any type within the city limits, even if the business you are conducting has no physical presence within the city limits.

Zoning Approval

If you have not already done so, please discuss your new business with our Public Works Office at City Hall or by calling 509-758-1662. They can help you determine if your location is properly zoned for your business and any other requirements you may need to meet (such as parking, landscaping, and signs). We recommend that you do this prior to leasing or purchasing your property or tenant space.

State Registration

If you have not already done so, register your business with the State of Washington Department of Licensing. The DOL will register your business name and issue a U.B.I. number (Unified Business Identifier). U.B.I. applications are available at City Hall, or on the DOL website at www.bls.dor.wa.gov or by calling (800) 451-7985.

Off-Site Sales

Any business operating under Clarkston Municipal Code Chapter 5.16 – Itinerant Merchants, Mobile Vendors and Solicitors – must display a sign stating: 1) the name of the business; 2) permanent address of the business; 3) business telephone number. The notice must be at least 8 ½ x 11 with block font not less than 20 pt.

Non-Profit Businesses

If you are operating a non-profit business, you must register with the State of Washington, Secretary of State's Office. Non-profit businesses are exempt from Clarkston's license fee if proof of status is provided, but you must still complete the city's application and obtain a license. The Secretary of State's office can be reached at (360) 753-7115.

Sales and Use Tax Number

Please advise your tax accountant to use the Clarkston Tax Number #0202 when reporting sales and use tax information collected in Clarkston to the State of Washington Department of Revenue.

Working from your Home

If you are conducting a business from your home, special conditions apply. Please read and complete page 2 of the application packet.

State Professional Licenses

Certain professions, such as contractors, daycares, architects, massage therapists, cosmetologists, physicians, attorneys, engineers, taxi cabs, etc. require state licenses or permits. For information on obtaining these licenses, please call the State of Washington, Master License Services at (800) 451-7985. A copy of your professional license should be included with your City of Clarkston business license application. It is your responsibility to obtain any required state licenses.

Change in Status

Business Licenses are not transferable. Please notify this office if you sell or close your business or if your address changes.

Application Fee: The fee for a general business license is \$90.00. Solicitors and Itinerant Merchants & Mobile Vendors are \$100.00.

CITY OF CLARKSTON
829 5TH STREET
CLARKSTON, WA 99403

APPLICATION FOR CLARKSTON CITY BUSINESS LICENSE

BUSINESS NAME		BUSINESS ADDRESS																																			
MAILING ADDRESS		BUSINESS PHONE NO.																																			
TYPE OF BUSINESS	Wholesale _____ Retail _____ Health Industry _____	Financial Inst _____ Services _____ Food Service _____	Contractor _____ Manufacturing _____ Rental Housing _____	Real Estate _____ Other _____	Home Occupation (Complete Page 2) Yes _____ No _____																																
Detailed Description of Business																																					
Type of Ownership: Individual _____ Partnership _____ Corporation _____ Non-Profit _____																																					
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">List Owners, Partners or Officers</th> <th style="width: 10%;">Birthdate</th> <th style="width: 15%;">Title</th> <th style="width: 20%;">Residence Address</th> <th style="width: 10%;">City</th> <th style="width: 10%;">St</th> <th style="width: 10%;">Zip</th> <th style="width: 10%;">Residence Phone</th> </tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>						List Owners, Partners or Officers	Birthdate	Title	Residence Address	City	St	Zip	Residence Phone	1.								2.								3.							
List Owners, Partners or Officers	Birthdate	Title	Residence Address	City	St	Zip	Residence Phone																														
1.																																					
2.																																					
3.																																					
Business Located within City Limits? Yes _____ No _____		Contractor's License Number:		Washington State UBI Number:																																	
Do you store Flammable or Hazardous Materials? Y N If so, state type & quantity:			In case of Emergency Notify: 1. 2.		Phone No.																																
Property Owner if other than business owner: Name: _____ Address: _____ Phone: _____																																					
Do you have more than one location in Clarkston? Y N Separate license (no fee) for each.			Are you claiming an exemption from the license fee? Y N Explain:																																		
NOTE: If you change your address, location or nature of business, or if you are no longer doing business in Clarkston, please notify the City Clerk's office. This license is not transferable to a new owner.																																					
FEE MUST BE PAID WITH APPLICATION \$90.00 (some exceptions)		By signing below, I certify that the above information is true and correct to the best of my knowledge. I understand that the issuance of this license is conditioned upon compliance at all times with all applicable ordinances, regulations and statutes of the City of Clarkston and the State of Washington.																																			
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Signature _____</td> <td style="width: 30%;">Print Name _____</td> <td style="width: 20%;">Title _____</td> <td style="width: 20%;">Date _____</td> </tr> </table>						Signature _____	Print Name _____	Title _____	Date _____																												
Signature _____	Print Name _____	Title _____	Date _____																																		
FOR CITY USE ONLY																																					
Date Rec'd: _____ By: _____ Ck. No. _____ Acct. No. _____ Date Issued _____																																					
Planning/Building:			Fire:		Police:																																
Zone: R1 R2 R3 DC SC MC NC PC HI																																					

HOME OCCUPATION

Initial each statement to indicate that you have read and understand the restrictions to which your business is subject.

To assure adherence to the definition of "home occupation", applicants for home occupation business licenses shall acknowledge in writing, certified under penalty of perjury under the laws of the State of Washington, that they will comply with the provisions of this subsection. Failure to do so shall constitute an incomplete application and the application shall not be processed. Home occupation business licenses shall comply with the conditions listed in this subsection. Failure to comply shall constitute a misdemeanor and grounds for revocation or suspension of said license.

1. Area Used:

A home occupation may only be conducted in the principal building and not in an accessory building. Any extension of the home occupation to the outdoors, including but not limited to, paving of yards for parking, outdoor storage or activity is prohibited. _____

2. Employment:

No one other than members of the family who are residing on the license's premises may perform labor or personal services on the premises, whether such persons are employees or independent contractors. Persons in building trades and similar fields using their homes or apartments as offices for business activities carried on off the residential premises may have other employees or independent contractors, provided that such employees or independent contractors do not perform labor or personal services on the residential premises, park on or near the dwelling site, or visit the residence during the course of business. A home occupation with extreme seasonal peaks may employ up to two persons in addition to allowed family members for periods not to exceed four hundred eighty hours during any calendar year. _____

3. Equipment, Use and Activities:

No equipment may be used and no activities may be conducted which would result in noise, vibration, smoke, dust, odors, heat, glare, or other conditions exceeding in duration or intensity those normally produced by residential use. Normal residential use is construed as including the above impacts only on an occasional basis (e.g., in connection with a hobby or home/yard maintenance), and not on a daily basis. _____

4. Traffic:

The nature of the home occupation shall not generate traffic in excess of normal residential traffic.

5. Signs:

Only one sign with a maximum area of six (6) square feet is permitted for a licensed home occupation. Under no circumstances may the sign be illuminated by internal or external lights. (CMC 15.24 (6)(b). _____

6. Parking:

Off-street parking shall be provided for each employee in addition to off-street parking for customers at the rate of one space per two hundred square feet of interior space devoted to the home occupation. _____