



CITY OF
BAINBRIDGE ISLAND

July 5, 2018

RE: City of Bainbridge Business Licensing

Dear Current City Business License Holders,

The City is pleased to announce our partnership with the Washington State Business Licensing Service (BLS) effective July 12, 2018. From this date forward, BLS will process the City's business licenses and renewals.

Why BLS?

This change meets the requirements of Washington State Engrossed House Bills 2005 and 2959 improving Washington's business climate by simplifying the administration of municipal business licenses. Our partnership with BLS allows you "one-stop shopping" to maintain and renew your State and City licenses. In addition, new or expanding businesses can apply for a City license along with other partnering State and local licenses. This new service will save you travel and wait time.

What do I have to do?

Right now, you do not take any action. Approximately six (6) weeks before your current City business license expires, BLS will send you a license renewal letter with instructions to renew through BLS. Payment is easily accepted online with E-check or credit card. If you prefer to renew your license by mail using the BLS renewal form, the form and a check, made payable to the Washington Department of Revenue, must reach BLS before the license expiration date. A late filing fee will be assessed for renewals received after the expiration date.

What fees will I have to pay?

City business license fees do not change. New and renewing licenses are still \$65. BLS adds an additional \$11 processing fee to cover processing and other costs. Likely, your first BLS renewal for the City will be prorated for less than 12 months thereby matching up your City license expiration to your State license expiration. If this happens, you will only owe the prorated fee the first year; no processing fees will be charged.

Questions?

For more information, visit the BLS website at bls.dor.wa.gov, or call BLS at 1-800-451-7985. You may also contact the City Finance Department at 206-780-8668.

The City of Bainbridge Island proudly supports and appreciates our business community.

Best regards,
Business License Team
Finance & Administrative Services