



2018 BUSINESS LICENSE APPLICATION

Important Information for Business Owners

- The City of Bainbridge Island Municipal Code requires all businesses to have a current business license.
- All businesses must comply with the City Municipal Code and must have Department of Planning & Community Development approval prior to opening.
- If a business has more than one location in the City, a separate license is required for each location, and the license must be displayed at each location.

Business Name: _____

DBA (if any): _____

Business Phone: _____ Business Web Address: _____

Business Physical Address: _____

City/State: _____ Zip Code: _____

Business Mailing Address (if different from physical address): _____

City/State: _____ Zip Code: _____

Owner Name(s): _____ Phone: _____ Email: _____

Is this a Mobile Retail Food Establishment (i.e., food truck)? Yes No If yes, you MUST provide the additional requirements listed on page 2 of this application.

Is this a cannabis growing, processing, and/or retail establishment? Yes No If yes, see requirements of [Chapter 314-55 WAC](#) AND [18.09 BIMC](#) for marijuana businesses.

Washington State UBI# (Must be provided before application can be processed): _____ EIN: _____

(Go to www.bls.dor.wa.gov for information on obtaining a UBI# via a WA State Business License application.)

EMERGENCY CONTACTS (Must be provided before application can be processed.)

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

PRODUCT OR SERVICE INFORMATION

Type of Ownership: Sole Ownership Partnership Corporation LLC

Type of Business: Retail Wholesale Service Manufacturing Other: _____

Description of Product or Service: _____ NAICS Code: _____

IF YOUR BUSINESS IS LOCATED ON BAINBRIDGE ISLAND

Tax Parcel ID#: _____

Will your business have a sign? Yes No (Note: See [Chapter 15.08. BIMC Sign Code](#).)

Will your business have parking? Yes No N/A If yes, number of dedicated parking spaces: _____

Square footage of the area occupied by your business: _____ Number of Employees: _____

Is this a home-based business? Yes No (If no, go to page 2.)

If you operate this business out of your home, please answer the following (Note: See [Chapter 18.09 BIMC Use Regulations](#) for more information):

a. Residential gross floor area, including accessory buildings: _____

b. Square footage occupied by the business on the site, including operations and storage: _____

(Note: The business, including operations and storage, cannot occupy more than half the residential gross floor area, including all accessory buildings. If the business occupies an accessory building, the square footage of that building cannot be larger than the primary residential building.)

Will any structural construction occur to accommodate the business? Yes No

Will equipment, including vehicles, be stored on the property? Yes No (Note: No outdoor storage visible beyond subject property; no commercial vehicles.)

If yes, please describe: _____

c. Will your business have a sign? Yes No (Note: Signs limited to 2sq.ft.)

d. Number of people employed at the home other than residents? _____ (Note: No more than one (1) nonresident person shall be employed on site.)

e. Will any sales be made on the premises? Yes No

f. How many round trips are made per day related to the business? _____ (Note: Minor home occupation limited to five (5) round trips per day unless home-based teaching.)

ADDITIONAL LICENSING REQUIREMENTS

- A. City business licenses are subject to all State licensing requirements. You **MUST** contact the Finance Department at 206-780-8668 if you operate (a) a cabaret; (b) games of skill (e.g., video games); (c) amusement games (e.g., billiard tables, pool tables, foosball tables, etc.); (d) jukeboxes; OR (e) veterinary clinics and/or animal boarding facilities.
- B. If this license will apply to more than one business, you **MUST** attach to this application:
 - A letter noting additional business names, descriptions, and contact details.
- C. If this application is for a mobile food establishment (i.e., a food truck), you **MUST** attach to this application:
 - A signed letter from the property owner giving permission to use the property.
 - A site plan to scale demonstrating:
 - Existence of adequate parking on the subject site including parking for existing plus proposed uses; (Note: The mobile retail food establishment shall occupy a maximum of two parking spaces.)
 - Mitigation of traffic impacts; and
 - Clearance of right-of-way and/or drive aisle.
 - Proof requirements from the Kitsap County Health District are met.
- D. Additional approvals may be required from Kitsap County or the State. It is the owner's responsibility to acquire these approvals.

LICENSE FEES

A business is considered EXEMPT from licensing fees if business activity at the same fixed location is limited to no more than one (1) day per week for four (4) consecutive weeks OR four (4) consecutive days in one (1) year. Other exemptions: farmers and gardeners selling their products on their own land, garage sales, the mere delivery of goods and services, and businesses operated by persons under 18 years of age not generating more than \$2,500 per year in gross revenue. *Requests for exemption must be made in writing.*

BUSINESS LICENSE FEES MUST BE PAID PRIOR TO PROCESSING.

Fees BEFORE business commences = \$65.00

An additional late fee of 10% per month is added to businesses applying for a license AFTER business commences up to an additional \$65. Go to www.bainbridgewa.gov/966/Fees for a complete fee schedule.

2018 BUSINESS LICENSE EXPIRES December 31, 2018, REGARDLESS OF ISSUE DATE.

The Finance Department will contact businesses to renew their license(s).

License Fee \$ _____ + Late Fee (if any) \$ _____ = Total Fees Due \$ _____

SIGNATURE REQUIRED (application not valid unless signed; electronic signature permitted)

The undersigned hereby certifies under penalty of perjury, under the laws of the State of Washington, that the information provided on this application is true and correct to the best of his/her knowledge and that this business has obtained all licenses and permits required by the State of Washington and the United States Government.

Print Name: _____ Title: _____

Signature: _____ Date: _____

City of Bainbridge Island
 280 Madison Avenue North
 Bainbridge Island, WA 98110-1812
finance@bainbridgewa.gov
 Phone: 206/780-8591 | Fax: 206/842-5741
 Office Hours: Monday – Friday, 8:00 a.m. to 4:00 p.m.

FOR OFFICE USE ONLY

Planning: Permit #: _____ Zoning: _____ Use Category: _____ Initials: _____ Date: _____

Notes: _____

Building: _____ Initials: _____ Date: _____

Notes: _____

Fire: _____ Initials: _____ Date: _____

(As determined by Building)

Public Works: _____ Initials: _____ Date: _____

(As determined by NAICS)

Notes: _____

Police Department: Legal Activity: Yes No Initials: _____ Date: _____

(As determined by WA State Liquor & Cannabis Board and/or WA State Department of Licensing)