MAIL TO:
CITY OF SHORELINE TAX
PO Box 84226
Seattle, WA
98124-5526

206-801-2230
clk@shorelinewa.gov

Shoreline Business License Application

Annual License Fee: $40 (First date of business is Jan 1 to June 30)

Half-Year License Fee: $20 (First date of business is July 1 to Dec 31)

Registered 501C3: $0

FILL OUT THIS FORM COMPLETELY (INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED)

Check all that apply: ☐ In-City Business ☐ Outside-City Business (Business located in another city, but entering Shoreline to engage in business)

☐ New Business ☐ Additional Location ☐ Location Change ☐ New Ownership ☐ Name Change

LEGAL ENTITY NAME		WA STATE UBI#
BUSINESS OR TRADE NAME (DBA)		BUSINESS PHONE
PHYSICAL ADDRESS (Street Number, Street, City , State, Zip)		
MAILING ADDRESS (Street Number, Street, City, State, Zip) ☐ Check if same as physical address		
PRIMARY BUSINESS LICENSE CONTACT NAME	PHONE	EMAIL ADDRESS
PRIMARY TAX CONTACT NAME	PHONE	EMAIL ADDRESS
EMERGENCY CONTACT (OTHER THAN ABOVE OR OWNER)	PHONE	EMAIL ADDRESS

BUSINESS ENTITY TYPE ☐ COMMERCIAL BUSINESS ☐ Shoreline HOME BASED BUSINESS

☐ Individual / Sole Proprietorship ☐ Corporation ☐ Partnership ☐ LLC ☐ Non-Profit 501 ☐ Government Entity

COMPANY WEBSITE	FIRST ACTIVITY DATE IN SHORELINE	ESTIMATED GROSS ANNUAL INCOME IN SHORELINE	NUMBER OF FULL-TIME EMPLOYEES AT LOCATION

NATURE OF BUSINESS (CHECK ALL THAT APPLY)

- ☐ Retail
- ☐ Service
- ☐ Wholesale
- ☐ Utility
- ☐ Printing/Publishing
- ☐ Door to Door Sales
- ☐ Manufacturing-Extracting
- ☐ Gambling
- ☐ Cable Franchise
- ☐ WMBE (Women/Minority Owned)
- ☐ Mobile Food Vendor
- ☐ Other

DETAILED DESCRIPTION OF PRINCIPAL BUSINESS ACTIVITY IN SHORELINE

I hereby swear or affirm that the statements and information furnished by me on this application are, to my knowledge, accurate, true and complete. I acknowledge these statements and information are public records that may be available for public inspection pursuant to RCW 42.56, the Public Records Act, and that any inaccurate, false, or incomplete statement may be a crime under the RCW and/or SMC, punishable under RCW 9.92 and/or SMC 5.05.100

APPLICANT'S SIGNATURE	PRINT NAME	TITLE
E-MAIL	PHONE #	DATE SIGNED

FOR OFFICE USE ONLY

Date	Amount Paid	Payment Type	NAICS	Application #

Edited 12/2019

WILL YOUR BUSINESS HAVE ANY OF THE FOLLOWING (*MUST COMPLETE if your business is located in Shoreline)	
☐ ***How many customers do you expect weekly?**_____ ☐ ***What is the square footage of the business?**_____ ☐ ***Proposed interior/exterior modifications?** ☐ **Have you been registered as a business within the city?**	☐ ***Will you be operating any of the following (circle those that apply): adult cabaret, public dance, massage, panoram device, pawnbroker, secondhand dealer, solicitor**

CHECK & COMPLETE ONE				
	☐ **SOLE - PROPRIETOR**	OWNER'S LAST NAME	FIRST NAME	E-MAIL
		SPOUSE'S LAST NAME	FIRST NAME	E-MAIL
		OPERATED BY BOTH SPOUSES? ☐ Yes ☐ No		
	☐ **PARTNERSHIP**	1ST PARTNER'S LAST NAME	FIRST NAME	E-MAIL
		2ND PARTNER'S LAST NAME	FIRST NAME	E-MAIL
		3RD PARTNER'S LAST NAME	FIRST NAME	E-MAIL
	☐ **CORPORATION OR LLC**	PRESIDENT'S LAST NAME	FIRST NAME	E-MAIL
		VICE PRESIDENT'S LAST NAME	FIRST NAME	E-MAIL
		SECRETARY'S LAST NAME	FIRST NAME	E-MAIL
		TREASURER'S LAST NAME	FIRST NAME	E-MAIL

Restaurant and Food Handlers are required to submit a copy of their Health Department Certificate with their City of Shoreline Business License Application. (WAC 246-217)

Portable fire extinguishers must be provided, 2A-10BC minimum size. Exact number and placement details can be obtained from Shoreline Fire & Emergency Services, Community Risk Reduction. Annual service required.

Permits may be required from Fire and/or the Building Department and the Water Utility for your proposed use, operation or remodeling.

Annual inspections will be conducted by the Shoreline Fire Department.

Prior to commencing your business, you may be required to meet with the Shoreline Fire Department and/or the City Planning & Community Development team, or the water utility that serves your establishment whether your business will meet all applicable City codes for the type of business proposed.

Providing valid email addresses will ensure electronic communications will be received from the City.