



## **BUSINESS LICENSE APPLICATION**

**INSTRUCTIONS:** Please complete all applicable sections and return to the City of Kittitas at PO Box 719, Kittitas WA, 98934, along with the appropriate license fee, listed on the back. The original business license will be dated, signed and returned to you for posting in your place of business.

No. \_\_\_\_\_  
(Office Use)

BUSINESS NAME \_\_\_\_\_

TYPE OF BUSINESS OR ACTIVITY \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_

PERMANENT \_\_\_\_\_ TEMPORARY \_\_\_\_\_ HOME BUSINESS \_\_\_\_\_

OWNER NAME \_\_\_\_\_ OWNER PHONE \_\_\_\_\_

Residence Address \_\_\_\_\_

NUMBER OF EMPLOYEES (INCLUDING OWNER) \_\_\_\_\_

WA STATE UBI # \_\_\_\_\_ TAX ID # \_\_\_\_\_

WA STATE CONTRACTORS LICENSE # \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

HAS BUSINESS BEEN TAKEN OVER FROM ANOTHER LICENSED OWNER DURING THE PAST YEAR? YES \_\_\_ NO \_\_\_ IF YES, DATE ACQUIRED \_\_\_\_\_

OLD BUSINESS NAME \_\_\_\_\_

*I hereby certify under the penalty of perjury that the above information is correct, to my best knowledge and belief, and it is understood that receipt of a license to engage in a business activity in the City of Kittitas will in no way relieve me from the obligation to secure any other applicable license required by City Ordinance or abiding by all health and sanitation, zoning, building code, plumbing code and fire code regulations in force during the period for which such license is issued.*

**Filing of B&O report, revenue shall be reported to Kittitas (city) 1903.**

Applicant Signature \_\_\_\_\_ Title \_\_\_\_\_

### **FOR CITY USE ONLY:**

DATE APPLICATION RECEIVED \_\_\_\_\_ REC'D BY \_\_\_\_\_

RECEIPT # \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_

*The City of Kittitas is an equal opportunity provider and employer.  
Regular Council Meetings Second and Fourth Tuesdays at 7:00 p.m.*



## BUSINESS LICENSE FEES

In accordance with the City of Kittitas Business and Occupational tax ordinance, this application form is being sent to you to facilitate the securing of a valid business license.

The annual license fee is collected from every business or person engaging in a business activity within the City of Kittitas.

Listed below are the license fee rates.

Employees	
1 to 2	\$35.00
3 to 4	\$60.00
5 to 6	\$85.00
7 or more	\$110.00

The above Business License fee schedule applies to all businesses located inside / outside the City of Kittitas, furnishing or performing services within the City.

Applications for business license during the course of the year are prorated according to the following schedule.

January to March	100%
April to June	80%
July to September	60%
October to December	40%

Business licenses are due and payable January 1<sup>st</sup> of each year and expire December 31<sup>st</sup> of each year. Any person engaging in business within the City of Kittitas without a valid license shall be subject to penalties as provided in Title 5 of the Kittitas Municipal code.

Please refer to Title 5 of the Kittitas Municipal code for complete regulations.