



# CITY OF BELLINGHAM

Finance Department • P. O. Box V • Bellingham, WA 98227  
Telephone (360) 778-8000 • Fax (360) 778-8001

## BUSINESS REGISTRATION APPLICATION

Please Check One:

- REGISTER NEW BUSINESS
- CHANGE IN OWNERSHIP
- CHANGE OF BUSINESS NAME (no charge)
- OPEN NEW LOCATION (no charge)

COMPLETE IN DETAIL - PLEASE TYPE OR PRINT CLEARLY:

• FINANCE OFFICE USE ONLY •

Business Name \_\_\_\_\_

BUSINESS REGISTRATION NO. \_\_\_\_\_

Business Location \_\_\_\_\_  
(Not P. O. Box)

TOTAL AMOUNT PAID \$ \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

DATE PAID \_\_\_\_\_

Mailing Address \_\_\_\_\_  
(If Different)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

CASH  CHECK

Bus. Phone ( ) \_\_\_\_\_ Bus. Fax ( ) \_\_\_\_\_

RECEIPT # \_\_\_\_\_

DATE \_\_\_\_\_

E-Mail Address \_\_\_\_\_ WA State UBI No. \_\_\_\_\_ Federal I.D. No. \_\_\_\_\_

Start Date: _____	Describe in detail the principal products or services rendered: _____
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Ownership:  Corporation  Ltd. Liability Co.  Partnership  Sole Proprietor  Trust

ENTER BELOW NAMES OF OWNERS, PARTNERS, OR CORPORATE OFFICERS - ATTACH ADDITIONAL PAGE IF NECESSARY

Owner / Corporate Name \_\_\_\_\_ Title \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Home Address \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security No. \_\_\_\_\_ Driver's License No. \_\_\_\_\_ State issued \_\_\_\_\_

Owner Name \_\_\_\_\_ Title \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Home Address \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security No. \_\_\_\_\_ Driver's License No. \_\_\_\_\_ State issued \_\_\_\_\_

IN CASE OF EMERGENCY, PLEASE CONTACT:

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

ALARM COMPANY (if applicable):

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_ License No. \_\_\_\_\_

Type of Business:

- Extracting  Wholesaling  Service
- Manufacturing  Retailing  Other

Estimated Gross Annual Receipts:

- \$0 - 12,000  \$50,001 - 250,000  \$500,001 - 1,000,000
- \$12,001 - 50,000  \$250,001 - 500,000  \$1,000,001+

List any regulatory license required. See instructions on reverse side for more information. This Business Registration may not be issued until all regulatory licenses have been obtained.

- Will you operate your business from your home?  Yes  No
- Will your business have a card room?  Yes  No
- Will your business charge admission fees?  Yes  No
- Will your business have gambling? (such as pull tabs)  Yes  No

THE ABOVE INFORMATION MAY BE RELEASED FOR PUBLIC INSPECTION.  
ALL TAX INFORMATION WILL BE KEPT CONFIDENTIAL.

PLEASE COMPLETE INFORMATION ON REVERSE SIDE \*

Registration Fee \$ 40.00

Other Fees \$ \_\_\_\_\_

TOTAL LICENSE FEE \$ \_\_\_\_\_

I hereby certify, under penalty of perjury, that the information on this application and the required attachments are, to the best of my knowledge, true and complete. I am an authorized representative of this business. I agree to conduct all phases of this business in accordance with all applicable laws, ordinances and regulations established for this business/profession.

Signature of Owner or Representative \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

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**ADDITIONAL INFORMATION:**

List other business locations in Bellingham (attach list if necessary):

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If change in ownership, list previous owner of business:

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Previous business name:

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If business is located outside of the City, then list the first date of activity in Bellingham:

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**PLEASE READ AND FOLLOW THESE INSTRUCTIONS CAREFULLY:**

- All sections of the application must contain complete information.
- Registration fee of \$40.00 must accompany the application.
- List each business location on the application. The Finance Department will provide a registration for each additional location and new locations at no cost. (Note: Each location must file separate tax returns.)
- Do not use P.O. boxes and/or mail drops as a business address.
- A State of Washington Business License (UBI Number) may be required. For information or an application form, call (360) 664-1400.
- The City of Bellingham assesses a Business & Occupation tax based on gross receipts. This tax is separate from any County, State or Federal taxes you may be required to remit. Please inquire with Finance Department for details.
- Some businesses require a Regulatory License in addition to the standard Business Registration. A Regulatory License will be issued when a business is opened and must be renewed upon expiration. Please read this list and enter any that apply to your business in the space provided on the application form on reverse side.

Adult Entertainment  
Ambulance  
Teen Dance Hall

Canvasser or Solicitor  
Carnival / Circus  
Handbill Distributor

Sidewalk Vendor  
Taxi Cab Driver  
Taxi Cab / For Hire Car

- Issuance of a Business Registration does not imply compliance with other City regulations. Please contact the Permit Center at (360) 778-8300 for further information on the following:
  - Zoning and parking regulations.
  - Businesses conducted out of a residence.
  - Storage of flammable or hazardous materials.
  - Certificate of Occupancy requirements.

• After the application is fully completed, mail it to:

City of Bellingham  
Finance Department  
P.O. Box V  
Bellingham, WA 98227

Or deliver it to:

City of Bellingham  
Finance Department  
210 Lottie Street  
Bellingham, WA 98225

The City of Bellingham, in issuing a Business Registration Certificate, makes no representation that the registered business is in compliance with the City or State laws and regulations regarding the operation of the business within the City of Bellingham. It is the responsibility of the business owner to investigate, maintain, and insure compliance with all applicable laws and regulations.

**If there is anything we can do to help you in your business, please call the Finance Department at (360) 778-8000.  
Good luck in your business venture in Bellingham!**