



CITY OF BELLINGHAM

Finance Department • P. O. Box V • Bellingham, WA 98227
Telephone (360) 778-8010 • 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 \$ _____

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):

If change in ownership, list previous owner of business:

Previous business name: _____

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

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) 778-8010.
Good luck in your business venture in Bellingham!**