



CITY OF SNOHOMISH

116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · (360) 568-3115 · WWW.SNOHOMISHWA.GOV

BUSINESS LICENSE APPLICATION

APPLICATION INFORMATION

Application / License Type	Special License / Permit <small>Refer to Chapter 5 SMC for special license requirements</small>
<input type="radio"/> New Application <input type="radio"/> Resident Business (INSIDE city limits) <input type="radio"/> Home Occupation (requires additional fee/form) <input type="radio"/> Mall Space/Consignment <input type="radio"/> Farmers Market Vendor <input type="radio"/> Non-Resident Business (OUTSIDE city limits - \$25 fee) <input type="radio"/> Non-Profit Business License <input type="radio"/> Change of Information <input type="radio"/> Renewal <input type="radio"/> Special License/Permit (select from column to the right)	<input type="radio"/> Adult Entertainment <input type="radio"/> Fireworks <input type="radio"/> Gambling <input type="radio"/> Mobile Food Vendor <input type="radio"/> Solicitor/Canvasser <input type="radio"/> Pawnshop <input type="radio"/> Taxicab <input type="radio"/> Other: _____ <i>Special licenses may require additional application forms and fees; please allow extended processing time.</i>

BUSINESS INFORMATION

Legal Business Name:	
Doing Business As (DBA) Name:	
Type of Business:	
Business Address:	Mall Space #:
City, State, Zip:	
Business Phone:	E-mail:
Contact Name:	Phone #:
Mailing Address:	City, State, Zip:
Emergency Contact:	Phone #:
WA State UBI #:	Contractor License #:
Description of Business Activities:	
Other mall spaces / business locations within City:	

CITY USE ONLY

Received Date	Received By:	Amount Paid:	Receipt Number:
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NON-RESIDENT LICENSE (OUTSIDE CITY LIMITS): \$25.00 ANNUAL FEE
NON-PROFIT LICENSE: NO ANNUAL FEE

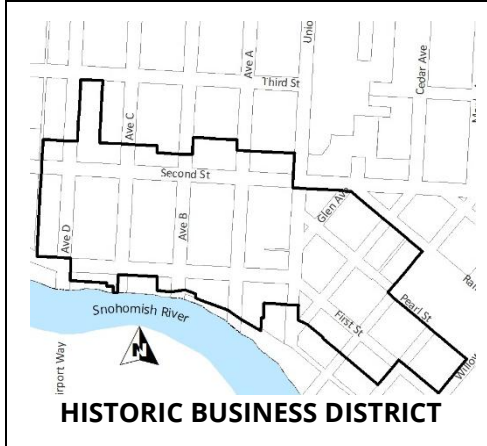
RESIDENT BUSINESS LICENSE ONLY

BUSINESS OWNER INFORMATION		Owners & Full-Time Employees	Fee Based on Number of Owners & Employees		
Owner Name:		# _____	0 – 4	\$25.00	
Mailing Address:			5 – 8	\$55.00	
City, State, Zip:		THIS FEE IS NON-REFUNDABLE	9 – 10	\$100.00	
Owner Name:			11 – 15	\$125.00	
Mailing Address:			16 – 20	\$150.00	
City, State, Zip:			21 – 30	\$200.00	
			31 – 40	\$250.00	
			41 +	\$425.00	
Ownership Type:	<input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Trust <input type="checkbox"/> Partnership <input type="checkbox"/> Non-Profit		Farmer's Market Vendor		\$25.00
			Mall Space/Consignment		\$25.00

SNOHOMISH PARKING AND BUSINESS IMPROVEMENT AREA (PBIA)

APPLIES ONLY TO RESIDENT BUSINESS LICENSES LOCATED WITHIN HISTORIC BUSINESS DISTRICT

RETAIL		NON-RETAIL		OTHER BUSINESS	
Square Footage	PBIA Fee	Square Footage	PBIA Fee	Business Type	PBIA Fee
<input type="checkbox"/> Mall Space(s)	\$25.00	<input type="checkbox"/> < / = 500 sf	\$25.00	<input type="checkbox"/> Financial Institutions	\$250.00
<input type="checkbox"/> < / = 150 sf	\$25.00	<input type="checkbox"/> 501 – 1,000 sf	\$50.00	<input type="checkbox"/> Hotel, Motel, Bed & Breakfast	\$12.50 per Room #_____
<input type="checkbox"/> 151 – 500 sf	\$50.00	<input type="checkbox"/> 1,001 – 1,500 sf	\$75.00	<i>Minimum Assessment: \$12.50</i> <i>Maximum Assessment: \$250.00</i>	
<input type="checkbox"/> 501 – 1,000 sf	\$100.00	<input type="checkbox"/> 1,501 – 2,000 sf	\$100.00		
<input type="checkbox"/> 1,001 – 1,500 sf	\$150.00	<input type="checkbox"/> 2,001+ sf	\$125.00		
<input type="checkbox"/> 1,501 – 2,000 sf	\$200.00	<i>Minimum Assessment: \$25.00</i> <i>Maximum Assessment: \$125.00</i>			
<input type="checkbox"/> 2,001+ sf	\$250.00				
<i>Minimum Assessment: \$25.00</i> <i>Maximum Assessment: \$250.00</i>					



On December 17, 2002, the Snohomish City Council adopted Ordinance 2017 creating the Parking and Business Improvement Area (PBIA). A majority of business owners within the PBIA requested this action that assesses an annual fee, based on square footage, to businesses located within the Historic Business District.

Assessments can be appealed in writing at City Hall, 116 Union Avenue, Snohomish, WA 98290.

For information regarding PBIA services and meetings please contact Historic Downtown Snohomish (HDS).

Businesses in Historic District That Are Exempt from PBIA Assessment:

- Qualified charitable organizations (IRS Code 26 USC 170) *must provide supporting documentation.*
- Governmental agencies
- Private residences
- Special event sponsors and participants
- Participants in the Farmers' Market
- Entertainers and/or artists engaged in business on streets or in parks within the PBIA area.

Please check appropriate box if your Historic District business is exempt.

FEE CALCULATION

APPLICANT VERIFICATION

Business License Fee	\$	I certify under penalty of perjury that the information above is correct to the best of my knowledge and belief. _____ Signature Date
Special Event/Permit Fee	+ \$	
PBIA Assessment	+ \$	
Total Fee	= \$	
		<p>The City of Snohomish Tax Code is 3115 – please provide this number on your State excise tax return so your dollars work locally. Thank you!</p>