



# 2018

## New Business License Application

15728 Main Street, Mill Creek, WA 98012  
 Phone 425-551-7254  
[www.cityofmillcreek.com](http://www.cityofmillcreek.com)

Inside Mill Creek	<input type="checkbox"/>
Outside City Limits	<input type="checkbox"/>

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

Owner Name \_\_\_\_\_ Manager (if different) \_\_\_\_\_

Business Location Address \_\_\_\_\_  
City State Zip

Mailing Address (if different) \_\_\_\_\_  
City State Zip

Local Business Phone \_\_\_\_\_ Number of Employees\*: \_\_\_\_\_  
(\*Includes owners)

Description of Business \_\_\_\_\_

Email Address \_\_\_\_\_

Washington State Tax ID Number (UBI) \_\_\_\_\_

NOTE: You need to register your business with the State of Washington. Contact the Department of Revenue at 425-984-6400 to register or with questions.

Do you intend to peddle your services inside the city limits? (i.e., door-to-door advertising)  Yes  No  
 If yes, then a peddler's information form is required. Please contact City Hall at 425-551-7254 to obtain the form or visit the City's website [www.cityofmillcreek.com](http://www.cityofmillcreek.com).

<b>Annual Fee Schedule</b>	
<b># of employees *</b>	<b>Fee</b>
0-3	\$25
4-8	\$50
9-13	\$75
14-19	\$100
20-25	\$150
26-32	\$200
33+	\$300
*Based on # of employees working in the City.	

***This section must be filled out completely and is applicable to ALL businesses***

Annual Fee: See **Annual Fee Schedule** – Businesses starting operation after July 31, 2018 will be charged one-half of the Annual Fee. Outside Business License Fees are based on the number of employees working in the City. \$ \_\_\_\_\_

New License **One-time \$25 fee applicable to new businesses located inside the City. Not**  
 Review Fee: applicable to businesses located **outside** the City. \$ \_\_\_\_\_

**TOTAL: \$ \_\_\_\_\_**

In issuing a business license, the City of Mill Creek makes no representation that the business is in compliance with City or state laws and regulations. It is the responsibility of the business owner to investigate, maintain and ensure compliance with all applicable laws and regulations. Business Licenses are valid only for the calendar year in which they are issued (January-December) and must be renewed annually. Licenses will be issued within approximately 30 days.

I hereby certify that the statements and information above are true and complete to the best of my knowledge. I acknowledge that the statements and information furnished on this application are of public record and are available for public inspection pursuant to RCW CH.42.56.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only:** Business License # \_\_\_\_\_

Customer #: \_\_\_\_\_ Prepared by: \_\_\_\_\_

Check #: \_\_\_\_\_ Mailed: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Zoning                       Approve                       Deny                      Date \_\_\_\_\_                      Initials \_\_\_\_\_

Planning Mgr.                       Approve                       Deny                      Date \_\_\_\_\_                      Initials \_\_\_\_\_