



2018

New Business License Application

15728 Main Street, Mill Creek, WA 98012

Phone 425-551-7254

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.

Annual Fee Schedule	
# of employees *	Fee
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 Review Fee:	One-time \$25 fee applicable to businesses located <u>inside</u> the City. Not applicable to businesses located outside the City. \$ 25.00
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 Manager Approve Deny Date _____ Initials _____