



# BUSINESS LICENSE APPLICATION

**Mail:** PO Box 8995, Vancouver, WA 98668-8995  
**Drop Off:** Esther Short Building, 610 Esther Street, Vancouver, WA 98660  
**Questions:** [www.cityofvancouver.us/businesslicense](http://www.cityofvancouver.us/businesslicense) or 360-619-1010 ext 3

THIS LICENSE IS REQUIRED UNDER VANCOUVER MUNICIPAL CODE (VMC) 5.04.

PLEASE FILL IN REQUIRED FEES TO BE PAID		
Business License Fees (complete & attach <i>Surcharge Worksheet</i> )		
= \$125.00	+ \$ _____	= \$ _____
BASE FEE	SURCHARGE	TOTAL BUS LIC FEE
Home Occupation Permit Review Fee		
(1-TIME FEE, IF APPLICABLE*) = \$113.71 \$ _____		
TOTAL FEES		\$ _____

**Note:** For businesses operating in the City limits, issuance of a Business License or a Determination of Exemption does not relieve the business from complying with all applicable City Building, Fire, & Zoning codes. \*If the business is conducted from a residence in the City, the applicant must complete both sides of this application, and pay the one-time fee noted above (unless exempt, see back of application for details) for a Home Occupation Permit review by Development Review Services (DRS). This fee is in addition to any required license fees. *Contact DRS, at 360-487-7803, re: Building, Fire, & Zoning codes, or to verify if a Home Occupation Permit is required.*

BUSINESS NAME:	BUSINESS PHONE NO:
_____	(____) _____
DBA (DOING BUSINESS AS) BUSINESS NAME -- IF DIFFERENT FROM ABOVE:	FAX NO:
_____	(____) _____
FIRST DATE OF CONDUCTING BUSINESS IN VANCOUVER CITY LIMITS: ____/____/____	WA UBI NO: _____

<b>PHYSICAL ADDRESS (NO PO OR MAILBOX ADDRESSES)</b> Note: If physical address is inside City limits, you must also complete page 2 of this application.		
STREET: CITY:	STATE:	ZIP:
_____	_____	_____
<b>MAILING ADDRESS -- IF DIFFERENT FROM ABOVE -- (PO OR MAILBOX ADDRESSES ARE ACCEPTABLE):</b>		
STREET: CITY:	STATE:	ZIP:
_____	_____	_____
E-MAIL ADDRESS:	_____	

TYPE OF BUSINESS AND A BRIEF DESCRIPTION OF BUSINESS ACTIVITY PERFORMED:						
_____						
AND CHECK AT LEAST ONE CATEGORY:						
RETAIL	MANUFACTURING	WHOLESALE	SERVICE	CONTRACTOR	OTHER (DESCRIBE ABOVE)	

PLEASE INDICATE OWNERSHIP STATUS:	SOLE PROPRIETOR	PARTNERSHIP	CORPORATION	LLC
LIST INDIVIDUAL OWNERS, PARTNERS, CORPORATE OFFICERS OR MEMBERS AND THEIR TITLES:				
NAME/TITLE:	BUSINESS OR RESIDENTIAL ADDRESS:			PHONE NUMBER:
_____	_____			_____

ARE YOU STARTING A NEW BUSINESS, LICENSING AN EXISTING BUSINESS, PURCHASING AN EXISTING BUSINESS, OR OTHER?				
NEW BUSINESS	EXISTING BUSINESS	PURCHASING BUSINESS	OTHER	_____

I hereby declare under penalty of perjury of the laws of the State of Washington that the information contained in this application is accurate and complete.		
APPLICANT SIGNATURE:	TITLE:	DATE:
_____	_____	_____

<b>FOR OFFICE USE ONLY</b>		
<input type="checkbox"/> OUTSIDE CITY LIMITS	<input type="checkbox"/> INSIDE CITY LIMITS	
CASE #: _____	ZONE: _____	ACCEPTED BY: _____

## FOR BUSINESSES LOCATED WITHIN THE CITY LIMITS OF VANCOUVER

*\* Issuance of the business license does not relieve you of the requirements of all applicable City codes.*

### WASTEWATER DISCHARGE

According to the City of Vancouver's Pretreatment Ordinance (VMC 14.10), local businesses and industries are required to inform the City of Vancouver of all process discharges to the sewer system. Besides domestic (sanitary) discharges, will there be discharges to the sewer from business or industrial processes at this site?

YES NO

### WATER RESOURCES PROTECTION

As stated in the Water Resources Protection Ordinance (VMC 14.26), a business or industry that manages hazardous materials at a facility will need to implement special handling practices to protect surface and ground water resources.

Will you be storing or managing chemicals or petroleum products at this site?

YES NO

Does your facility have indoor floor drains other than in bathroom facilities?

YES NO

### ZONING INFORMATION

1. How many employees in addition to the owner will be employed at this address? \_\_\_\_\_
2. Will proposed business involve the use of any toxic, flammable, poisonous, or potentially hazardous material?  YES  NO
3. Will the business require a new sign and/or modification of an existing sign?  YES  NO
4. Will the proposed business require any interior and/or exterior modifications?  YES  NO
5. If another business previously occupied the space of the proposed business, please specify the type of the previous business. \_\_\_\_\_  UNKNOWN
6. Is the proposed location of your business your home in the city limits of Vancouver? \*  YES\*  NO

*\*IF YES, READ AND SIGN THE HOME OCCUPATION LETTER OF COMPLIANCE SECTION BELOW.*

### HOME-BASED BUSINESSES IN THE CITY LIMITS OF VANCOUVER ONLY

You have applied for a license to operate a business in a zone that does not permit an outright commercial activity. In this zone you may operate a business only under the following conditions allowed through Vancouver Zoning Ordinance 20.860. Check which scenario applies.

Scenario A – Exempt from Home Occupation Fee, Development Standards still apply

The home occupation occupies less than 25% of the residence (up to 1,000 sq ft of combined space), has no customer visits, and no on-site retail sales. The home occupation development Standards listed in Scenario B still apply.

Scenario B - Not Exempt from Home Occupation fee

1. Home occupation must be clearly subordinate to the residential use of the property and will not be detrimental or disruptive in terms of appearance or operation to neighboring properties.
2. A current and valid City of Vancouver business license is maintained or, if applicable, a valid City business license exemption claim (*Determination of Exemption Checklist*) is on file at the City's Business License Section of the Financial & Management Services Department.
3. Not more than 25% of the combined floor space of main and accessory buildings or 1,000 sq ft (whichever is less) may be used for business activities. Please submit floor plan of home indicating area to be used for home occupation.
4. Two nonresident employees are permitted (off-street parking must be provided). The person providing the business must reside within the dwelling.
5. Retail sales are prohibited except when the product to be sold is clearly incidental to the services authorized (not permitted with Scenario A).
6. Signage – one door nameplate or freestanding sign not to exceed 2 sq ft is permitted (refer to VMC 20.860 for more details).
7. The combined total number of customers and business visitors associated with home occupations shall be limited to no more than 6 per day.
8. No commercial vehicles allowed associated with home occupations.
9. All other criteria outlined in VMC 20.860.

*I have read the above and agree to comply with the requirements.*

BUSINESS LOCATION: \_\_\_\_\_

APPLICANT NAME (PRINT): \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PLANNER REVIEWED: \_\_\_\_\_ DATE: \_\_\_\_\_