



**SPECIAL LICENSES APPLICATION**

*US Mail:* City of Vancouver Business Licensing, PO Box 8995, Vancouver, WA 98668-8995  
*Drop Off:* City Hall, 1st Floor, Customer Service Desk, 415 W 6th Street, Vancouver WA 98660

*SPECIAL LICENSE QUESTIONS: EMAIL:* [business.licenses@cityofvancouver.us](mailto:business.licenses@cityofvancouver.us), *PHONE:* 360-487-8410 ext 3

➔ **Clearly print or type entries, sign form, make copy for your records, and submit with payment.** ←

WA STATE UBI #: \_\_\_\_\_ CITY BUSINESS LICENSE EXPIRATION DATE: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ DOING BUSINESS AS (DBA): \_\_\_\_\_  
(IF DIFFERENT THAN BUSINESS NAME)

PHYSICAL ADDRESS: \_\_\_\_\_ STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ STREET or PO BOX \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
(IF DIFFERENT THAN PHYSICAL ADDRESS)

DAYTIME PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

✓	TYPE OF SPECIAL LICENSE	VMC* SECTION	LICENSE FEE	LICENSE TERM (EXPIRATION DATE)	FEES
	<b>Bill Posting / Handbills Distribution.</b> Owner's permission is required for posting advertising materials on any structure or utility pole. It is unlawful to scatter, leave, or place handbills, advertising materials, or samples in a doorway, yard, park, street, or walkway.	5.38	\$10 per person	Quarter	\$
	<b>Mobile Food Vendor.*</b> * Also provide list of possible location(s) of operation, if different than physical address shown above. <b>Note:</b> For summary of other possible requirements, see: <a href="https://www.cityofvancouver.us/eph/page/mobile-food-vending">https://www.cityofvancouver.us/eph/page/mobile-food-vending</a> (e.g.: Clark County Health Dept permit, or City Street Use Permit, if required).	5.34	\$25 per vehicle or stand	Annual (Dec 31)	\$
	<b>Motion Picture Shows &amp; Theaters.</b>	5.54	Based on seating capacity: • ≤ 500 seats: \$150 • 501 - 1,000 seats: \$200 • 1,001 - 1,500 seats: \$250	Annual (Dec 31)	\$
	<b>Recyclable Materials Collection.</b> Must first contact City Public Works at 360-487-7160, and submit required report re: recyclable materials to Solid Waste Division.	5.62	\$50 per vehicle NOTE: Amount due will be invoiced & sent after application is processed/approved.	Annual (Dec 31)	\$
	<b>Secondhand Dealer.</b>	5.46	\$100 per dealer	Annual (Dec 31)	\$
<b>TOTAL FEES</b>					<b>\$</b>

\* Vancouver Municipal Code (VMC) is available for review in its entirety at: <https://vancouver.municipal.codes/VMC>.

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

Print Name of Signatory: \_\_\_\_\_ Title: \_\_\_\_\_