

**2009 BUSINESS LICENSE APPLICATION**  
**GENERAL INFORMATION**

The City of Bainbridge Island Municipal Code requires that all businesses have a business license. All businesses must comply with all city codes and must have the Department of Planning & Community Development approval prior to opening.

Business Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

dba (if any): \_\_\_\_\_ Email: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner Name(s): \_\_\_\_\_ / \_\_\_\_\_ Owner Phone: \_\_\_\_\_

Washington State UBI#: \_\_\_\_\_ Federal EIN or (SS Number is optional): \_\_\_\_\_

**MUST BE COMPLETED** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contacts Other Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Than Owner/Local Preferred Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**AFTER HOURS CONTACT** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Type of Ownership (Circle One):** Sole Ownership Partnership Corporation LLC

**Type of Business (Circle all that apply):** Retail Wholesale Service Manufacturing Other: \_\_\_\_\_

**Number of Employees:** \_\_\_\_\_ **Description of Product/Service:** \_\_\_\_\_

⇒ Will you need a sign? Yes  No

**IF YOU OPERATE THIS BUSINESS OUT OF YOUR HOME**

⇒ Will any sales be made on the premises? Yes  No

⇒ Will you have business equipment outside your house/garage/outbuildings? Yes  No

⇒ Will any large or heavy equipment be stored on the premises? Yes  No

If so, please describe: \_\_\_\_\_

⇒ How many people are employed at the home other than residents? \_\_\_\_\_

⇒ What is the square footage of the area occupied by your business? \_\_\_\_\_

**IF YOU QUALIFY FOR EXEMPTION FROM FILING B&O TAX REPORTS**

**Qualification:** If your business received less than \$100,000 in total gross revenue during 2008, you are exempt from filing a B&O tax report for 2008. (Note: This box must show the amount of 2008 total gross revenue)

**Certification:** 2008 Total Gross Revenue \_\_\_\_\_ in order to exempt you from filing a B&O tax report.)  
The undersigned hereby certifies under penalty of perjury, under the laws of the State of Washington, that the above-named business received less than \$100,000 in total gross revenue during 2008.

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

**IF YOU QUALIFY AS A SMALL BUSINESS OPERATION**

**Qualification:** If your business received less than \$18,000 in total gross revenue during 2008 and “reasonably” expects to receive less than \$18,000 in total gross revenue during 2009, you qualify as a “small business operation.”  
(Note: The \$18,000 total gross revenue threshold includes ALL revenue received or “reasonably” expected to be received, not just revenue specific to Bainbridge Island.)

**Certification:** The undersigned hereby certifies under penalty of perjury, under the laws of the State of Washington, that the above-named business received less than \$18,000 in total gross revenue during 2008 and “reasonably” expects to receive less than \$18,000 in total gross revenue in 2009.

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

**ADDITIONAL LICENSING REQUIREMENTS**

