



CITY OF BLACK DIAMOND BUSINESS LICENSE APPLICATION INFO

PO BOX 599 – 24301 Roberts Dr
Black Diamond, WA 98010
Phone: 360.886.5700 – Fax: 360.886.2592

A Business License is required by anyone engaging in activities, occupations, pursuits or professions located within the city limits, with the object of financial gain.

Type of License:

Regular: all activities, occupations, pursuits or professions located and/or engaged within the city limits, with the object of financial gain. (BDMC 2.58.020)

Utility: an occupation license is required for any business which is eligible for utility taxes. Such occupations include cable service, cellular service, telephone service, gas service, electric service, solid waste service, etc. (BDMC 5.08)

Solicitor: means any person who, without prior invitation from the occupant, goes from house to house, or place to place, in the city, selling or taking orders for goods, wares, merchandise or services, for present or future delivery, or for the making, manufacturing or repairing of any article or thing whatsoever, for present or future delivery. (BDMC 5.12.010, requires Solicitor License Application)

Type of Specialty License (providing the following activities or services will require an additional license and fee):

Pawnbroker, Adult Entertainment, Carnival/Circus

Firearms Dealer: the city police department processes applications for the state. Please contact the police department at 253-631-1012 for requirements. If the business is located inside City limits, the applicant will also need to apply for a regular business license with the City.

Type of Business:

On the application, select the term that best describes or classifies your business (construction, food service, medical, professional services, etc). If it is not listed, select *Other* and write in your own.

Fees (license applications must be accompanied by the appropriate fee to be processed. The fee is **non-refundable**):

Regular Business License:

Initial Fee \$70 Renewal Fee \$60 Partial (after June 30) \$35 Temporary (30 days) \$15

Utility License:

Initial Fee \$60 Renewal Fee \$60

Solicitor License:

Annual Fee \$70 Temporary (30 days) \$30

Pawnbroker:

Annual Fee \$100

Federal Firearms License: (DOL license processed through the police dept.)

Annual Fee \$125

Adult Entertainment:

Per establishment \$1000 Operator license \$100 Employee license \$50

Carnival/Circus:

Per event \$50

Renewal fees are due by January 31st

****Past Due Penalties are:*** Up to one month - \$10, One month to two months - \$20, Two months to three months - \$30, Three months or more – twice the cost of the license renewal and this amount may be sent to a collection agency.

Exemptions to a Regular Business License:

- Minors engaged in babysitting, delivery of newspapers, lawn mowing, car washing, and similar activities.
- An instrumentality of the United States, state of Washington or any political subdivision thereof, with respect to the exercise of governmental functions.
- All special event organizers or vendors operating at any authorized special event so long as each vendor is registered with the Event Coordinator and has a valid State Business Licenses.
- Nonprofit organizations, including but not limited to religious, civic, charitable, benevolent, nonprofit, cultural or youth organizations.
- Any farmer, gardener or other person who sells, delivers, or peddles any fruits, vegetables, berries or any other farm produce or edibles raised, gathered or produced by such person within the state.
- Businesses subject to the City's utility tax, BDMC Chapter 5.08

Other Information:

- Additional permits may be required if you remodel your space or if there is a change of use from the previous business. Please contact the Permit Center for more information at (360) 886-5700.
- If you handle or store hazardous materials, you should contact the Mt. View Fire and Rescue with any concerns or questions. The phone number is (253) 735-0284 or email info@kcf44.co.king.wa.us .
- Every business requires a Washington State business license, commonly known as your **UBI** number. For more information you can try their website <http://dor.wa.gov/content/doingbusiness/> or call them at 1-800-647-7706.
- If you serve liquor or have gambling in your establishment, the State of Washington requires additional licenses.
- All businesses related to pets need to contact the Department of Health prior to submitting your license application to the City of Black Diamond. For more information you can visit their website <http://www.kingcounty.gov/healthservices/health/ehs/petbusinesses.aspx>