

BUSINESS LICENSING

Do I need a business license for West Richland?

The following clarifies when a City of West Richland business license is required:

LICENSE IS REQUIRED WHEN:	LICENSE IS NOT REQUIRED WHEN*:
Selling a good or service or conducting business within the City.	Operating a business in which the City levies a tax upon (i.e. private utilities, telephone companies, etc.)
Soliciting business or offering goods or services for sale or hire. (caution – you may also need a solicitors license, please see information for Solicitors Licenses)	A business: <ol style="list-style-type: none"> 1. Is operated by someone under 18 years old 2. Is operated on a part-time basis 3. Has no employees 4. Is not required to file a state business and occupations tax form 5. Has gross income less than \$5,000/year <p>Important! 3 of the 5 MUST apply.</p>
Acquiring or using any vehicle or premise in the City for business purposes.	Farming, gardening or peddling of fruits, vegetables, berries, butter, eggs, fish, milk, poultry, meats or any farm produce or edibles grown, produced or manufactured within the state.
Operating a business within the City even if you sell your goods or services outside of the City.	Operating any instrumentality of the United States, the state or political subdivision.
Renting or subletting 4 or more units of any type of property (improved or not) such as hotel rooms, rooms for rent to the public, mobile home and trailer lots, apartments and sleeping rooms within the City.	Operating an insurance business where a tax based on gross premiums is paid to the State. The broker is still required to have a business license, however.
Operating a business which moves goods/ commodities for hire (i.e. moving companies) within the City.	Salesman soliciting orders from manufacturers, wholesalers, jobbers, distributors or retailers where no other act of business is done in the City. (caution – see information for Solicitors Licenses)
Delivering goods within the City where installation and other types of services are provided after delivery.	Delivering goods within the City where no installation and other types of services are provided after delivery.
An independent contractor operating within the City or operating out of a physical location within the City.	An employee of a business.
Operating banks, trust companies, building and loans, savings and loan associations and the business conducted is other than banking/lending services within the City.	Operating banks, trust companies, building and loans, savings and loan associations and business conducted is banking/lending services.
Operating a nonprofit enterprise for charitable, educational, literary, fraternal or religious purposes within the City.	Manufacturing, selling or distributing motor vehicle fuel.
Operating a business from any vehicle or premise (including your home) within the City.	Operating a business taking orders from customers within the City, but filling those orders outside the City.
Operating a branch office of a business within the City where the branch has its own separate establishment or location.	Operating a warehouse or distributing plant within the City for a business located outside of the City.
Operating a hospital, clinic, resort or other institution within the City devoted exclusively to the care or healing of human beings where the income benefits a physician, surgeon, stockholder or individual through ownership or controlling interests.	Operating a hospital, clinic, resort or other institution devoted exclusively to the care or healing of human beings where the income does not benefit a physician, surgeon, stockholder or individual through ownership or controlling interests.

***PLEASE NOTE: If your business is exempt, you may still need a Small Scale Home Occupation Permit. Please contact the Planning Department at 509-967-5434 to find out if you need this.**

I would like to operate a show or exhibit; do I need a business license?

Shows or exhibitions can include, but are not limited to:

- a. Billiard and pool halls
- b. Bowling alleys
- c. Circuses, carnivals or tent shows
- d. Professional boxing or wrestling exhibitions
- e. Shooting galleries
- f. Skating rinks
- g. Dance halls
- h. Theaters and touring shows

A special permit must be obtained directly from the City. To obtain this permit, you will have to appear in person at the City Administration Office at 3801 W. Van Giesen St.

Please bring the following with you:

1. Official identification
2. Payment (preferably cash or check) for your permit. The cost is a daily fee as outlined in the City's Master Fee Schedule.

A school, church or a private organization is holding a carnival; do they need a special permit?

No. These organizations typically are not required to have a permit for these occasions.

I already have a State business license and/or a business license in another City; do I still need a business license for West Richland?

Yes. Having a state business license and/or business license in another City does not fulfill your requirements for having a City of West Richland business license.

Please review the "Do I need to business license for West Richland?" to see whether you need a City of West Richland business license.

Please note, reasons for which a City of West Richland business license may not be needed do not necessarily exclude you from needing a business license with the State or other City. Please review their requirements to determine if you need a business license from them.

I have already had a business license in West Richland in the past, do I need to get another one?

Yes. A prior business license does not carry forward to a new or different business. You will need to complete the application process to obtain a business license for your current business.

I am only planning to do business for a short period of time; do I still need a business license?

Yes. For as long as your business is in operation a business license is generally required. However, if one of the provisions found in the "License is not required when" above, a business license is not required.

I am operating more than one business at the same location; do I need a business license for each business?

No, just one license will suffice.

Do I come to the City to get my license?

No, the City partners with the Washington State Master Business License program. This is an on-line program allowing you "one-stop shopping" when maintaining or renewing any or all of your state and city business licenses.

Log on to www.dor.wa.gov to obtain your business license. You will most likely need to obtain a state business license as well as a City of West Richland business license all of which can be done at www.dor.wa.gov.

You can submit a paper application to the state rather than using their on-line application, however, this can significantly delay the receipt of your business license.

If you have questions while you are completing your application at www.dor.wa.gov, please call 360-705-6741.

What fees will I have to pay to get a business license?

You will need to get a state business license for which there is a fee. Please see www.dor.wa.gov for more information.

You will also need a West Richland business license for which there is a fee which can be found in the City’s Master Fee Schedule at www.westrichland.org.

Payment for any/all fees must be collected at the time of completing the application. If you do not pay your fees, your application will not be processed until the fee is paid.

What happens after I submit my license application?

STEP:	TIME FRAME:
1) State processes the application and submits your request to the City.	Generally 48 hours, but can take up to 10 business days. If you submit a paper application to the state, it can take 3-5 weeks for the City to receive it.
2)City reviews the application for the following: a) Is business providing contracting services? If so, we will confirm there is a current contractor’s license with the Department of Labor & Industries. The UBI on file with L&I must match that on the business license application. You will be notified via email if we cannot locate a current contractor’s license. The application will not move forward until a current contractor’s license is obtained. b) Is the business located within the City limits? If so, we will determine if the the business is located in a commercially zoned area and forward your application to the City’s Planning Department for approval. Once approval has been received, your license will be approved. If the business is located in a residential area within the City, you will receive an email with a link to a “Small Scale Home Occupation Permit” questionnaire to be filled out for the City’s Planning Department to review as well as an invoice for a Small Scale Home Occupation Conditional Use Permit, the fee amount of which can be found in the City’s Master Fee Schedule at www.westrichland.org . This fee must be paid for the application to proceed. Once this fee has been paid and approval is received from Planning, your license will be approved. c) Is the business mobile (i.e. have some sort of physical presence in the City, for example a food truck)? If so, your application will be routed to the City’s Planning Department for review and approval. Once approval is received, your license will be approved. d) Is the business located outside of City limits? If so, your license will be approved.	Varies depending on the availability of required information and response by the applicant.

You are typically notified of your approved business license via email. A paper copy of your license will be mailed to you within a few weeks from the State. If you are also receiving a Small Scale Home Occupancy Conditional Use Permit, you will receive a letter from the City’s Planning Department outlining the conditions of your permit.

My business license application was not approved what can I do?

Please see West Richland Municipal Code (WRMC) 5.04.460-480 for specific information regarding appeals.

If you choose to appeal or take other action regarding the denial of your business license, you may not operate your business or provide services within the City while appealing or taking other action.

If your application was denied, you will be refunded the license fee you paid directly to West Richland when submitting your application. You will need to address any refund of State license fees with the State.

What is required of me once I obtain my license?

A license holder shall:

1. Comply at all times with the laws and regulations applicable to the business.
2. Refrain from operating if the license is revoked or expired.
3. Not sell, loan, give, use or assign their license to any other person or business.
4. Surrender the license to the City's licensing officer if asked.
5. Display the license in a prominent location on the licensed premises or on his/her person if there is no premise.
6. Not display an expired or revoked license.
7. Notify the City via www.dor.wa.gov if your place of business within the City has changed (this may require you to obtain a new business license).

Does my business license have to be renewed?

Yes. For as long as you remain in business, you will be required to renew your license annually. The total renewal fee is the City's renewal fee which can be found in the City's Master Fee Schedule at www.westrichland.org as well as a state processing fee.

If you renew your license on-line, you can do this at www.dor.wa.gov. If you choose to mail in the paper renewal form, please allow sufficient time for it to reach BLS before the expiration date and include a check or money order for all renewal fees.

If you fail to renew before the expiration date, you may be subject to a late renewal penalty. Any/all fees must be paid at renewal. If you do not pay, you will not receive your renewed license.

I still have questions, what do I do?

Please email_utilities@westrichland.org with your questions. You will be contacted shortly by the City's Finance Department.

Important note – As you are probably aware, you will have to file sales and use tax return for conducting your business activities. When doing so, please use the four digit code 0305 in the “Local City Sales and Use Tax” section of the Washington Combined Excise Tax Return for your business activities conducted in West Richland. A different four digit code will be applicable for business conducted in other locations.