



CITY OF EVERETT

General Business License Application

Business Tax Division
2930 Wetmore Ave, STE 1-A
Everett, WA 98201
425-257-8610
Fax: 425-257-8741
everettwa.gov/businesslicense
businesstax@everettwa.gov

Once you have completed, please mail with a check or visit our office to pay by credit card.
Effective July 1, a 2.3% service fee will apply to all debit and credit card payments.
Current license fees are available at everettwa.gov/businesslicense

PLEASE PRINT OR TYPE - COMPLETE BOTH SIDES OF THE APPLICATION

Form with sections [1] through [4]. Section [1] includes fields for LEGAL ENTITY NAME, BUSINESS OR TRADE NAME (DBA), PHYSICAL ADDRESS, MAILING ADDRESS, PRIMARY BUSINESS CONTACT, and PRIMARY TAX CONTACT. Section [2] includes REASON FOR FILING THIS APPLICATION and FOR CHANGE OF OWNERSHIP. Section [3] includes DATE OF FIRST BUSINESS ACTIVITY IN EVERETT BY THIS ENTITY, ESTIMATED ANNUAL EVERETT REVENUE, and 16-DIGIT UBI NUMBER. Section [4] includes NATURE OF BUSINESS (Retail, Service, Wholesale, Printing/Publishing, Non-Profit, Manufacturing-Extracting, Utility, Gambling Activity, Charging Admission for Events/Shows) and DETAILED DESCRIPTION OF PRINCIPAL BUSINESS ACTIVITY IN EVERETT.

CITY OF EVERETT

General Business License Application

<input type="checkbox"/> SOLE - PROPRIETOR	OWNER'S LAST NAME		FIRST	MIDDLE
	SPOUSE		FIRST	MIDDLE
	OPERATED BY BOTH SPOUSES?		E-MAIL	
		<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<input type="checkbox"/> PARTNERSHIP	FIRST PARTNER LAST NAME		FIRST	MIDDLE
	E-MAIL			
	SECOND PARTNER'S LAST NAME		FIRST	MIDDLE
		E-MAIL		
		THIRD PARTNER'S LAST NAME ⁽³⁾		MIDDLE
<input type="checkbox"/> CORPORATION OR LLC	NAMES & ADDRESSES OF CORPORATE OFFICERS			
	PRESIDENT	ADDRESS		PHONE
	E-MAIL			
	VICE PRESIDENT	ADDRESS		PHONE
	E-MAIL			
	SECRETARY	ADDRESS		PHONE
	E-MAIL			
TREASURER	ADDRESS		PHONE	
[6]	The undersigned certifies that the above information is complete, true and accurate to the best of his/her knowledge. Further, the undersigned certifies that he/she understands that a business license is issued for the express purpose of taxation and shall not be construed as a license or permit to operate a business in violation of any City of Everett ordinance, rule, or regulation.			
	FOR HOME OCCUPATIONS ONLY			
	<input type="checkbox"/> By checking this box, I affirm that I have read and understand the City of Everett Zoning Code Home Occupation regulations and that I agree to operate my business in compliance with these regulations.			
APPLICANT SIGNATURE		PRINT NAME	TITLE	DATE SIGNED
[7]	FOR OFFICE USE ONLY----->			
	TR #	APPLICATION ENTERED	NAICS NUMBER	LICENSE NUMBER
		LICENSE ISSUED		

- (1) Additional licenses or endorsements may be required depending on the business activity.
- (2) Tax forms must be filed by every business according to assigned filing frequency, **even if no tax is due.**
- (3) Attach list for additional partners.