



# CITY OF BELLEVUE

## GENERAL BUSINESS LICENSE APPLICATION

<b>1. Entity Information:</b> Lookup your Business / Location ID at <a href="https://dor.wa.gov">https://dor.wa.gov</a> - click link for Look up a Business			
<b>Washington Unified Business Identifier:</b> _____ (UBI 9 digits - Business ID 3 digits - Location ID 4 digits)	<b>Legal Entity Type:</b> <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> PLLC <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other _____		
<b>Legal Entity Name:</b>	<b>Business Name (DBA / Trade Name):</b>		
<b>First Activity Date in Bellevue:</b>	<b>Business Phone:</b>		<b>NAICS:</b>
<b>Attention:</b>	<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Mailing Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Physical Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>

<b>2. Business Activities:</b>	
<b>Type of Business (check all that apply):</b> <input type="checkbox"/> Wholesaling <input type="checkbox"/> Retailing <input type="checkbox"/> Service <input type="checkbox"/> Manufacturing <input type="checkbox"/> Printing/Publishing <input type="checkbox"/> Extracting	
<b>Estimated Bellevue ANNUAL taxable gross receipts:</b> <input type="checkbox"/> \$0-\$180,000 <input type="checkbox"/> \$180,001 or above	
<b>Is the entity located in Bellevue?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes: If yes, please provide the office/facility square footage: _____	
<b>Describe your business activity:</b>	
<b>Does your business provide:</b> <input type="checkbox"/> Utilities Services <input type="checkbox"/> Ambulance Operator <input type="checkbox"/> Cabaret <input type="checkbox"/> For Hire / Taxi <input type="checkbox"/> Charge Admissions <input type="checkbox"/> Marijuana / Cannabis <input type="checkbox"/> Adult Cabaret <input type="checkbox"/> Scrap Metal Business <input type="checkbox"/> Dance Hall Operator & Premise <input type="checkbox"/> Pawn / Dealer Activities	
<b>Are you operating your business from a residence?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes: If yes, will you have employees, clients, deliveries or other visual forms of a business presence: <input type="checkbox"/> No <input type="checkbox"/> Yes	
<b>Has this legal entity previously been registered with the City of Bellevue?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes: If yes, please provide your previous Bellevue registration number: _____	

<b>3. Business Contact Information:</b>		
<b>First Name:</b>	<b>Last Name:</b>	<b>Title:</b>
<b>Phone:</b>	<b>Email:</b>	

<b>4. Registration Fee:</b>	
<b>Is this Legal Entity currently registered with the City of Bellevue?</b> <input type="checkbox"/> No: Please remit a \$100 payment for the year 2022 and attach to this application. Make payment out to the "City of Bellevue". Mail to:   City of Bellevue PO Box 90012 Bellevue, WA 98009 <input type="checkbox"/> Yes, my current Bellevue registration number is _____	
Is this application to register an additional Bellevue business location of above referenced legal entity? <input type="checkbox"/> No <input type="checkbox"/> Yes: If yes, no fee due.	

New businesses are required to file tax returns with the City of Bellevue based on the assigned filing frequency of either annual or quarterly. The filing frequency will be listed on the welcome letter we mail after application is approved. By submitting this application, I agree to file tax returns based on my filing frequency even if no tax is due. I hereby certify that the statements and information provided on this application are true and complete to the best of my knowledge.

Print Name: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Email: \_\_\_\_\_

## BUSINESS LICENSE INFORMATION

**License Requirement:** BCC 4.03.025 - Any person who engages in any business as defined in BCC 4.09.030(L) or performs any act which is subject to the provisions of Chapter 4.04 BCC, Admission Tax Code; Chapter 4.09 BCC, Business and Occupation Tax Code; Chapter 4.10 BCC, Utility Occupation Tax Code; or Chapter 4.14 BCC, Gambling Tax Code, even if such person is not subject to any tax imposed thereby, shall apply under such rules and regulations as the department may prescribe and, upon approval, receive from the department a registration certificate applicable to all such business engaged in or activity performed.

To conduct business in Bellevue, businesses must register with the city to obtain a Bellevue business license if they meet any of the following criteria:

1) Companies are required to obtain a license if there is a physical location in the city. BCC 4.03.030(W) - "Office" or "place of business" means a fixed location or permanent facility where the regular business of the person is conducted and which is either owned by the person or over which the person exercises legal dominion and control. If a person has no office or place of business, the person's home or apartment within the city will be deemed the place of business.


2) Any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is more than \$2,000 from engaging in business activities within the city per BCC 04.09.030 (L)(3)

**Additional Location:** BCC 4.03.030 - In the event business is transacted at two or more separate places by one taxpayer, a separate registration certificate for each place at which business is transacted shall be required. There is no license fee for additional locations.

Bellevue business licenses do not expire and do not need to be renewed annually. You are required to notify the Bellevue Tax Division by email at [tax@bellevuewa.gov](mailto:tax@bellevuewa.gov) if the business closes or is no longer doing business in Bellevue.

**Requirement to File Tax Returns:** All new businesses registered with the City of Bellevue will be set to either Annual or Quarterly filing status and must file tax returns per BCC 4.03.040(A). You will receive your filing frequency on your welcome package after we have processed your application. A business filing annually or quarterly that falls under the annual threshold for the calendar year will not owe tax but will still be required to file tax returns. Tax returns are required even if there was no business activity conducted per 4.03.040(C). Businesses that exceed the annual threshold for gross receipts or taxable square footage are subject to paying taxes. By applying for a Bellevue general business license, you are agreeing to file tax returns based on your assigned filing frequency. Bellevue City Code can be found at <https://bellevue.municipal.codes>



 For alternate formats, interpreters, or reasonable accommodation requests please phone at least 48 hours in advance 425-452-6800 (voice) or email [tax@bellevuewa.gov](mailto:tax@bellevuewa.gov). For complaints regarding accommodations, contact City of Bellevue ADA/Title VI Administrator at 425-452-6800 (voice) or email [ADATitleVI@bellevuewa.gov](mailto:ADATitleVI@bellevuewa.gov). If you are deaf or hard of hearing dial 711. All meetings are wheelchair accessible.

## APPLICATION INSTRUCTIONS

### Section 1: Entity Information

- **Washington Unified Business Identifier** – If you are unsure of your full 16-digit UBI number, you can look it up at <https://dor.wa.gov> and search your business by clicking the link for 'Look up a Business.'
- **Legal Entity Name and Trade/DBA Name** – Legal Entity Name and DBA (Doing Business As) if the business name is different than the legal entity name.
- **Start Date in Bellevue** – First activity date in Bellevue, not date of application.
- **Legal Entity Type** – Check the box for the correct "nature" of the legal entity as registered with the State of Washington.
- **NAICS Code** – If you are unsure of your NAICS code, you can look it up at <https://dor.wa.gov> and search your business by clicking the link for 'Look up a Business.'
- **Mailing and Physical Address** – Mail correspondence from the tax division will be mailed to the mailing address listed. Provide physical address of the business. If you do not have a physical business location but work out of your residence, list your home address as the physical address.

### Section 2: Business Activities

- **Type of Business** – Check the box for the tax classification for your business. Descriptions of the various tax classifications and allowable deductions are provided in Chapter 4 of the Bellevue City Code (BCC).
- **Estimated Bellevue Annual Taxable Gross Receipts** – Select the box that most accurately estimates annual Bellevue taxable gross receipts of the business.
- **Is the business located in Bellevue?** – If there is a physical location or if you have listed your home as your physical location, check yes and provide the related business square footage of the location. Companies with a physical location are required to file a Schedule B – Square Footage Tax Detail.
- **Describe Your Business Activity** – Please provide a detail description of the company's activities.
- **Are You Operating Your Business from Your Residence in Bellevue?** – check yes if you are operating out of your home in Bellevue. If there is no office or place of business, the home or apartment within the city will be deemed the place of business.
- **Previously Registered** – If unsure, you can lookup businesses registered in Bellevue at <http://business.bellevuewa.gov>.

**Sections 3: Business Contact Information** - Provide person of contact or governor's information for business.

### Sections 4: Registration Fee

- There is a one-time application fee charged. The City of Bellevue does not have annual renewal fees for a general business license.
- No application fee applies if you are already registered in Bellevue and are adding additional location(s). If you are unsure of your license number, you can lookup businesses registered in Bellevue at <http://business.bellevuewa.gov>.

**Have additional questions?** Please email your questions to [tax@bellevuewa.gov](mailto:tax@bellevuewa.gov)