



# City of Burien

400 SW 152<sup>nd</sup> St. Suite 300, Burien, WA 98166-5538  
206-988-3714

## Business License Application Packet

The Business License is valid from August 1 through July 31.

### *Business License Application Fees*

#### *1<sup>st</sup> Time Licensees*

**\$150** - 40 or more employees

**\$ 75** - 0-39 employees

**\$ 30** – Home occupations located in Burien

**\$ 75** - Home occupations located outside Burien

Pro-rated fees: From February 1<sup>st</sup> until July 31<sup>st</sup>, the pro-rated fee is 50% of the annual fee.

#### *Renewal Fees*

**\$175** - 40 or more employees

**\$ 90** - 0-39 employees

**\$ 35** – Home occupations located in Burien

**\$ 90** - Home occupations located outside Burien

**ALL BUSINESS LICENSE FEES ARE  
NON-REFUNDABLE**

### *Helpful Contacts*

**State of Washington  
Department of Revenue**  
20819 72nd Ave. S. #680  
Kent, WA 98032  
425-656-5100  
[www.dor.wa.gov](http://www.dor.wa.gov)

**State of Washington  
Business Licensing Service**  
PO Box 9034  
Olympia, WA 98507  
1-800-451-7985  
[www.bls.dor.wa.gov](http://www.bls.dor.wa.gov)

**King County Health  
Dept. Food Facility Protection  
Section**  
206-296-4666  
[www.metrokc.gov/health/  
foodsfty/foodbusiness.htm](http://www.metrokc.gov/health/foodsfty/foodbusiness.htm)

**King County Sheriff's Office  
Firearms Dealer's License**  
516 Third Ave., Room W-150  
Seattle, WA 98104  
206-296-4190 [www.metrokc.gov/sheriff/  
firearms.htm](http://www.metrokc.gov/sheriff/firearms.htm)

**L & I Contractor's License/State License**  
12806 Gateway Dr.  
Tukwila, WA  
206-835-1000

### **BUSINESS LICENSE REQUIREMENTS**

We want to help you and your business to be successful and to comply with city and state laws. Below, we've summarized several requirements that should be addressed in your application. Submittal of this application does not indicate approval of your business license. You will be notified when your application has been approved.

### **A BUSINESS LICENSE IS REQUIRED TO CONDUCT BUSINESS WITHIN CITY LIMITS. OPERATING A BUSINESS WITHOUT A CITY BUSINESS LICENSE IS A VIOLATION OF CITY LAW.**

### **ZONING APPROVAL & SIGNS**

Please discuss your new business with our Dept. of Community Development at Burien City Hall or by calling **206-241-4647**. A planner can help you determine if your location is properly zoned for your business and any other requirements you may need to meet such as parking, landscaping, sign codes, and downtown design standards. A sign permit is needed for new signs and to replace existing signs. In some areas, you may not be able to replace an existing sign. We recommend that you meet with one of our Community Development staff before leasing or purchasing your property or tenant space, or purchasing signs.

### **NON-PROFIT BUSINESSES**

Non-profit businesses are exempt from Burien's license fee if proof of status is provided, but you must still complete the City's application and obtain a license. To obtain proof of non-profit status, contact the Secretary of State's office at **360-753-7115** or at [www.secstate.wa.gov](http://www.secstate.wa.gov).

### **BUILDING PERMITS**

If your business location will include tenant improvements or is considered a change of use; is for an Adult Family Home or Family Child Day Care Home, you may be required to obtain a building permit and complete all inspections before the business license can be approved. For more information, please call 206-812-7577 or 206-248-5520.

### **STATE REGISTRATION**

Please register your business with the State of Washington, Department of Revenue. The Department of Revenue will register your business name and issue you a UBI number (Unified Business Identifier). UBI applications may be obtained by contacting the Department of Revenue at 20819 72nd Ave. South #680, Kent, WA, by calling **425-656-5100**, or at [www.dor.wa.gov](http://www.dor.wa.gov).

### **WORKING FROM YOUR HOME**

If you are conducting a business from home or apartment IN BURIEN, additional information is required in Section C of the application. Please discuss your new business with our Department of Community Development at Burien City Hall or by calling **206-241-4647**. If your business is conducted in an apartment unit, please attach a signed permission statement from the apartment owner or manager authorizing you to conduct business there.

### **SPECIAL ACTIVITIES LICENSE**

If you conduct any of the activities below, please call **206-241-4647** and request an additional license application to include with your application packet.

#### **Charitable Solicitations**

#### **Pawnbrokers**

#### **Ice Cream Vendors**

### **TRANSPORTATION IMPACT FEES**

Payment of a Transportation Impact Fee per Burien Municipal Code, BMC 19.35, may be required for any development activity within the City of Burien. This fee may be imposed for a development activity which creates additional demand and need for public facilities, payment of which is due prior to issuance of a building permit or business license. Please speak with a Planner to determine if this fee is applicable to your business.