



Taxes & Licenses Department

808 W Spokane Falls Blvd

Spokane WA 99201-3336

509-625-6070

taxesandlicenses@spokanecity.org

Business License Exemption Request Form

SMC 8.01.070 states that no person may engage in business in the City or "with the City" without first having obtained a Washington State business license with City of Spokane endorsement.

Spokane Municipal Code allows for business license exemption for certain limited activities. If you think your business is exempt, please fill out this form, sign and submit it to the Taxes and License department. Submissions can be accepted via email or physical mail to the contact information identified above.

Select the exemption(s) that apply:

- ☐ Public Rule 0860-24-01 – rule 3 – insurers and insurance agents, excluding other title insurers.
 - ☐ Public Rule 0860-24-01 – rule 10, & SMC 08.01.090 E – exemption for farmers & gardeners.
 - ☐ SMC 08.01.090 – A – presenters at convention or trade show with limited entry.
 - ☐ SMC 08.01.090 – C – persons or entities operating at locations managed by an airport board.
 - ☐ SMC 08.01.090 – D – where preempted by Federal or state constitution or laws.
 - ☐ SMC 08.01.090 – F – School groups conducting occasional sale from a temporary location.
 - ☐ SMC 08.01.090 – G – The business does not have contracts with the City in any calendar year with an accumulated value exceeding \$12,000. Value of current contract is _____
 - ☐ SMC 08.01.195 – D – seller outside of the City delivering goods by means of common carrier
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CERTIFICATION OF BUSINESS ACTIVITIES

I, _____ hereby do certify to the City of Spokane that the business I represent, known as _____ does not conduct nor solicit business activities within the City of Spokane, except for the business activities under the above identified exemptions.

Signature

Title

email

phone

Address

City, State, Zip

Date:

UBI#

(Washington State, if available)

For Internal Use only: Approved:

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Rejected-

☐

If rejected provide reason:

Reviewed By:

Date:

Rev May 2025

Approved: Matt Boston
Approved as to form: Elizabeth Schoedel, Asst. City Attorney