



**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.

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**Select the exemption(s) that applies:**

- 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 -E- exemption for farmers & gardeners
- 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:
- 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)

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**For Internal Use Only**

Approved \_\_\_\_\_ Rejected \_\_\_\_\_

If rejected, provide reason:

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_