



Taxes & Licenses Department

808 W Spokane Falls Blvd
Spokane WA 99201-3336
509-625-6070

taxesandlicenses@spokanecity.org

RE: BUSINESS REGISTRATION EXEMPTION

Thank you for your inquiry into business license exemptions. Spokane Municipal Code allows for business license exemption for certain limited activities. In order for the exemption to apply, both conditions listed below must apply. If you feel your business is exempt, please fill out this form, sign and return in the self-addressed envelope.

RULE 9: Engaging in Business with the City—Exemption.

SMC 8.01.070 states that no person may engage in business in the City or “with the City” without first having obtained a business license. Businesses shall not be deemed to engage in business with the City”, for purposes of SMC 8.01.070 if:

1. the business dealing arises solely as a result of a contract or service agreement with the City of Spokane, initiated by the City, and the business does not otherwise engage in business in or with the City **and**,
2. the business does not have contracts with the City in any calendar year with an accumulated value exceeding \$12,000.

To qualify as exempted under this rule, a business must certify to the City’s Department of Taxes and Licenses that it neither solicits nor conducts any other business activities within the City and that the business contract with the City was initiated by the City.

The Taxes and Licenses Department may rely upon a copy of the City’s contract with any person or entity to determine if the person or entity does not qualify for the exemption under this rule.

February 5, 2024

Approved: Matt Boston

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

CERTIFICATION OF BUSINESS ACTIVITIES

In compliance with Rule 9 above, I, _____, 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 engaged in with the City which was initiated by the City and which does not exceed \$12,000 in accumulated value in any calendar year.

Signature

Title

Address

City, State, Zip

Price of Contract

Date

City Dept. Contracted With

UBI Number if applicable