



**CITY of SPOKANE**  
**Taxes & Licenses**  
**808 W Spokane Falls Blvd**  
**Spokane WA 99201-3336**  
**(509) 625-6070**

[taxesandlicenses@spokanecity.org](mailto:taxesandlicenses@spokanecity.org)

OFFICE USE ONLY	
License #:	_____
Date Received	_____
Expiration Date	_____
Entered by	_____
NAICS/SIC:	_____

**TEMPORARY BUSINESS REGISTRATION APPLICATION**

**Registration Required**

No person may engage in business in the City or with the City without first having obtained and being the holder of a valid temporary business registration as provided in chapters. (SMC 8.01 and SMC 10.40.010)

**Persons Engaging in Business**

...one generally, acting in an independent capacity, whether or not subject to immediate control and supervision by a superior, or one who acts as an employer and has employees subject to his control and supervision.

Apply online: [Accela Citizen Access \(spokanepermits.org\)](http://spokanepermits.org)

**Temporary Registration                      \$65.50 for first 90 day, \$55.50 for an additional 90 days**

Business name or dba (doing business as) \_\_\_\_\_

Owner Name \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Email Address \_\_\_\_\_ UBI number \_\_\_\_\_

Indicate type of ownership:  Non-Profit Corp  Sole Proprietor  Partnership  LLC (Limited Liability Company)  Corporation

**Start Date of Job:** \_\_\_\_\_

List job or event location:

<u>Business name</u> <small>(if different from above)</small>	<u>Location address</u>	<u>Personnel at location</u>	<u>Emergency contact number</u>

Describe what you sell and/or services provided: \_\_\_\_\_

I certify or declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. All information given is subject to verification with the State of Washington Department of Revenue. I agree to report any changes in information to the City of Spokane Treasurer's office within a timely manner.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_