

**CITY OF CHELAN
BUSINESS LICENSE APPLICATION**

No.09- _____

TYPE OR PRINT

Name of Business _____

Business Street Address _____

Mailing Address _____

Business Phone () _____ Alternate Phone () _____

Names of Business Owner(s) (Officers, if corporation):

Name _____ Title: _____ Name: _____ Title: _____

Name: _____ Title: _____ Name: _____ Title: _____

Name(s) of Property Owners: _____

Circle one: Corporation Partnership Sole Proprietor

Type of Business: _____

Brief description of goods, ware and services offered: _____

Number of persons, including owners, who were employed by the business on the **15th day of June of the preceding year:** _____

Is this a new business? YES NO Is this a change of ownership? YES NO
Is this a new location? YES NO Will the service be provided within the City Limits? YES NO

If this is a new business or home occupation business, your application will be forwarded to the Community Development Department for further review. If a sign is proposed as part of your business, please contact the Community Development Department.

Is Washington State sales tax collected for the business? YES NO

Washington State Department of Revenue Registration No. (U.B.I.) _____

Important: the location code for reporting sales tax activity in the City of Chelan is 0402.

If you are a contractor, provide WA State contractor Registration No.: _____

Schedule of Fees per calendar year or any portion thereof: \$25 for first three employees; \$10 for each additional employee up to a maximum annual fee not to exceed \$250 (i.e., 4 employees = \$35, 5 = \$45, 6 = \$55, etc. 23 or more employees = \$250). Public Dance Fee: \$200 annually, Pool Tables \$50 each.

Business licenses are due February 1 of each calendar year and are considered late on the first day of March.

Those not paid on time shall be subject to the following penalty schedule:

Delinquent over 30 days (March 1)	5%	Delinquent over 60 days (April 1)	10%
Delinquent over 90 days (May 1)	15%	Delinquent over 120 days (June 1)	20%
Delinquent over 150 days (July 1)	25%		

Issuance of a business license does not relieve the permittee of compliance with all other applicable provisions of the city code. Please refer to Chelan Municipal Code 5.04 and 5.12, Ordinance No. 291 and 292. Common concerns are compliance with the zoning code requirements for permitted use, signs, off street parking or special use permits; building code requirements for construction of alteration; and code requirements for solid waste disposal. **IF YOU PLAN ANY CONSTRUCTION ALTERATION OR SIGN INSTALLATION, BUILDING PERMITS ARE REQUIRED. THIS LICENSE IS SITE SPECIFIC AND MAY NOT BE TRANSFERRED TO A NEW LOCATION WITHOUT CITY APPROVAL.**

I CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION PROVIDED ABOVE IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

_____ Date
 _____ Signature
 _____ Title

Note: Please return this application with remittance to: Clerk, P. O. Box 1669, Chelan, WA 98816. Make your check payable to the City of Chelan.

CITY CLERK'S USE ONLY - DO NOT WRITE BELOW THIS LINE

Date Received _____ Business License \$ _____ Penalty \$ _____

Total \$ _____ Check/Cash \$ _____ Received By _____

Other Licenses

Review of New Business by: _____ Date _____
Community Development Director

Review of New Business by: _____ Date: _____
Public Works Director

Review of New Business by: _____ Date: _____