



**CITY OF BLACK DIAMOND  
2010 BUSINESS LICENSE APPLICATION**

PO BOX 599 – 24301 Roberts Dr  
Black Diamond, WA 98010  
Phone: 360.886.2560 – Fax: 360.886.2592

A Business License is required by anyone engaging in activities, occupations, pursuits or professions located within the city limits, with the object of financial gain.

**Type of License:**

**Regular:** all activities, occupations, pursuits or professions located and/or engaged within the city limits, with the object of financial gain. (BDMC 2.58.020)

**Utility:** an occupation license is required for any business which is eligible for utility taxes. Such occupations include cable service, cellular service, telephone service, gas service, electric service, solid waste service, etc. (BDMC 5.08)

**Solicitor:** means any person who, without prior invitation from the occupant, goes from house to house, or place to place, in the city, selling or taking orders for goods, wares, merchandise or services, for present or future delivery, or for the making, manufacturing or repairing of any article or thing whatsoever, for present or future delivery. (BDMC 5.12.010, requires Solicitor License Application)

**Type of Specialty License** (providing the following activities or services will require an additional license and fee):

**Pawnbroker, Adult Entertainment, Firearms Dealer, Carnival/Circus**

**Cabaret:** means any hotel, restaurant, café, lunchroom, tavern or other place of public resort open for service to the public or operated for gain or profit where liquor is served and where shows, exhibitions, dances, dancing, vocal or other live or recorded musical performances are maintained or permitted. (BDMC 5.16.010)

**Amusement Devices:** operating a device(s) for games of skill commonly know as pinball, shuffle board, foosball, pool, billiards, air hockey, or other games of skill in which coins are inserted for the privilege of playing the machine. (BDMC 9.48.060)

**Type of Business:**

On the application select the term that best describes or classifies your business (construction, food service, medical, professional services, etc). If it is not listed, select *Other* and write in your own.

**Number of Employees:**

\* Fees are calculated based on the number of employees a business has that are working or located within the city limits. If your business is located inside city limits, you need to supply a complete count of your employees. If your business is located in a different city, but performs work inside Black Diamond's limits, you only need to supply the number of employees working inside Black Diamond's city limits.

**Definition of Employee:** means anyone employed by a person engaged in business within the City regardless of the amount of wages or hours worked. It shall include owner/owners of the business if they perform any work within the City.

**Fees** (license applications must be accompanied by the appropriate fee to be processed):

**Regular Business License:**

Employees 0-50.....	Initial Fee \$70	Renewal Fee \$60
Employees 51-100.....	Initial Fee \$130	Renewal Fee \$120
Employees 101 or more...	Initial Fee \$210	Renewal Fee \$200

\*Renewal fees are due by January 31<sup>st</sup>

\**Past Due Penalties are:* Up to one month - \$10, One month to two months - \$20, Two months to three months - \$30, Three months or more – twice the cost of the license renewal and this amount may be sent to a collection agency.

**Utility Occupation License:** There is a flat fee of \$60 annually. Renewal and Past Due Penalties are the same as a Regular license.

**Solicitor License:** \$15 per day, \$50 per month, \$150 per year

**Pawnbroker:** \$100 annually

**Cabaret:** \$75 per event or \$150 annually

**Amusement Devices:** \$25 per machine annually

**Adult Entertainment:** \$1000 per establishment, \$100 operator license, \$50 employee license

**Firearms Dealer:** \$250 Federal Firearms license annually

**Carnival/Circus:** \$50 per event

**Exemptions to a Regular Business License:**

- Businesses located outside the city limits that provide a good or service, in an isolated sale and not as ongoing business. There shall not be more than four such occasions/sales during the calendar year and the person performing duties or making sales has all other required certifications or licenses.
- Minors engaged in babysitting, delivery of newspapers, lawn mowing, car washing, and similar activities.
- An instrumentality of the United States, state of Washington or any political subdivision thereof, with respect to the exercise of governmental functions.
- All special events sponsored by the City, but not to include participating commercial vendors.
- Nonprofit organizations, including but not limited to religious, civic, charitable, benevolent, nonprofit, cultural or youth organizations.
- Businesses subject to the City's utility tax, BDMC Chapter 5.08

**Other Information:**

- Additional permits may be required if you remodel your space or if there is a change of use from the previous business. Please contact the Permit Center for more information at (360) 886-2560 or email [ADonlan@ci.blackdiamond.wa.us](mailto:ADonlan@ci.blackdiamond.wa.us) .
- If you handle or store hazardous materials, you should contact the Mt. View Fire and Rescue with any concerns or questions. The phone number is (253) 735-0284 or email [info@kcf44.co.king.wa.us](mailto:info@kcf44.co.king.wa.us) .
- Every business requires a Washington State business license, commonly known as your UBI number. For more information you can try their website <http://dor.wa.gov/content/doingbusiness/> or call them at 1-800-647-7706.
- If you serve liquor or have gambling in your establishment, the State of Washington requires additional licenses.
- If you have dancing, music or live entertainment you will need a cabaret license from the City of Black Diamond. Contact the Finance Dept at (360) 886-2560 or email [TRedd@ci.blackdiamond.wa.us](mailto:TRedd@ci.blackdiamond.wa.us) .