

CITY OF BREMERTON BUSINESS LICENSE APPLICATION

Tax & License Division * 345 Sixth Street, Suite 100 * Bremerton, WA * 98337-1891 * 360-473-5311

Office Use Only

Date Received: _____

License #: _____ NAICS Code: _____ Fee: _____

Please complete all sections in order to avoid delays in processing your application.

Proposed Start Date in Bremerton: _____ WA State Tax/UBI Number: _____

Name of Business: _____

Physical Location of Business: _____

Mailing Address
 SAME AS ABOVE ADDRESS CITY STATE Z P

Business Phone: _____ Cell Phone: _____ Fax: _____

E-Mail Address: _____

Required to Receive Filing Status

Complete the following section **if your business is physically located in Bremerton:**

Business Sq. Footage _____ Number of Employees: _____

Previous Tenant/Business Name: _____

Will there be remodeling of an existing building for your business? Yes No

Will you operate this business out of your home? Yes No

If yes, Number of employees other than resident: _____

If yes, Will customers come to your home? Yes No

If Home Occupancy, I have read and agree to abide by the Home Occupation Regulations in the Bremerton Municipal Code 20.46.030.

Signature

Nature of Business: Check all that apply and provide as much detail as possible below.

- | | | | |
|------------------------------------|--|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Retail | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Gambling | <input type="checkbox"/> Parking |
| <input type="checkbox"/> Wholesale | <input type="checkbox"/> Printing/Publishing | <input type="checkbox"/> Amusement | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Service | <input type="checkbox"/> Utility | | |

Describe in Detail the principal product(s) or service(s) rendered: _____

Note: Additional licenses or endorsements may be required depending on the business activity- see instructions regarding regulatory licenses.

We will determine your City Tax Reporting Status based on your anticipated annual revenue within the City.
You will be notified of your filing frequency by email.

- \$0.00 - \$2,000.00 Anticipated Gross Revenue
- \$2,000.01 - \$500,000.00 Anticipated Gross Revenue
- \$500,000.01 - \$1,000,000.00 Anticipated Gross Revenue
- \$1,000,000.01 and Above Anticipated Gross Revenue

Note: Tax Forms are available on our website at www.bremertonwa.gov

You are required to file City of Bremerton returns in addition to the returns you file with the State of Washington

COMPLETE INFORMATION ON REVERSE SIDE

Type of Business (Check ONE)

Sole Proprietor

Partnership

Corporation

LLC

Other

Names of Sole Proprietor, Partners, Corporate Officers, and Resident Agents:

NAME & TITLE

RESIDENCE ADDRESS

CITY, STATE, ZIP

TELEPHONE

IMPORTANT - PLEASE READ AND ACKNOWLEDGE

You May Not Open For Business Prior To The Issuance Of A Bremerton City Business License.

It is your responsibility to follow up on any requirements for issuance of your Business License. If inspections need to be made, you need to contact the appropriate department to schedule the inspection. Inappropriate delays due to noncompliance can result in denial of your application. License fees are non-refundable.

It is your responsibility to become familiar with business license regulations and to keep your license current after it has been issued. Businesses operating on expired licenses are in violation of City code and are subject to both criminal and civil penalties. (See Bremerton Municipal Code 5.02)

It is your responsibility to inform the City of Bremerton of any changes to your business including but not limited to a change of ownership, a change in business type, a change in location, a sale of the business, or a closure of the business. Any change notification should be done in writing and signed by a responsible party. A form is available on our web site at www.bremertonwa.gov.

It is your responsibility to become familiar with tax rules and to file tax returns based on your filing status. A return must be filed even if no revenue has been generated for the reporting period. Failure to do so **may** result in penalties. There are instructions on the back of the tax form which is also available on our website. Incorrect or incomplete returns will be returned to you and may subject you to late filing penalties.

All returns must be signed and dated by a responsible party. If you must file a return after the due date, include the appropriate penalty on the return. Tax returns are mailed on a quarterly and annual basis and are also available on our website. Failure to receive a tax return will not excuse you from filing returns or making proper payment. If you do not receive a tax return at the appropriate time, please notify our office immediately and one will be sent to you.

A SIGNATURE IS REQUIRED IN ORDER TO PROCESS THE APPLICATION - LICENSE WILL NOT BE ISSUED UNTIL ALL FEES ARE PAID

As applicant, I do hereby certify to 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 State of Washington, Department of Revenue.

I certify that I have read the above responsibilities and understand that these responsibilities apply to all businesses and all taxpayers.

SIGNATURE

Date

Please Print Your Name

Title

CITY OF BREMERTON

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Thank you for applying for a City of Bremerton Business License. All persons, firms or corporations engaging in business within the city limits are required to register for a city business license before they commence operations inside Bremerton. Business license registration automatically adds your business to the Bremerton tax rolls making it essential that you understand your local tax reporting obligations in addition to acquiring a business license.

LICENSING

The business license fee is currently \$75.00 per year but is prorated for new applicants to \$37.50 for businesses that begin after July 1st. Once you are registered you will receive a license renewal notice every December. **Please be aware that your license fee is non-refundable regardless of applying in error or subsequent denial of your application.** Upon payment of the license fee, your license application will be routed to concerned city departments for review. During the review process you will not be issued a temporary license and should not consider your license fee receipt as proof of valid licensing.

Effective 2019: Any person or business whose annual value of products, gross proceeds of sales or gross income of the business in the city is equal to or less than \$2,000 AND does not maintain a place of business within the city shall be exempt from the general business license requirement. The exemption does not apply to regulatory license requirements or activities that require a specialized permit.

The following criteria may be used during the departmental review process. If your business is located outside of Bremerton you may disregard criteria related to physical location. The Tax & License Division (360-473-5311) will identify all applicable city tax requirements of the proposed business operation as well as additional regulatory licensing needs, and determine if state business licensing requirements have been met. **If your business is located inside the City, it is your responsibility to contact the Building Department and/or other departments involved regarding needed permits and/or inspections required during the application process.**

Your License will not be issued until approvals have been received from all applicable departments.

The Fire Department will inspect those businesses where the nature of operations warrants a site inspection to ascertain conformance with fire code regulations.

The Planning Department will review your application for conformance with signage, land use, parking, environmental impact and other planning programs. The applicant is encouraged to meet with staff to obtain the proper parking, signage, and setback standards that may apply to your proposed business.

The Building Department will review your application to determine conformance with the Bremerton Uniform Building Code by reviewing a floor plan and confirming that necessary building permits have been obtained. This review could include an inspection of the building for structural, mechanical, or other building safety features required under the uniform codes. Even if you are not doing any construction at your business site, the Building Department will require you to submit a Tenant Permit form in order to issue an Occupancy Permit

The Public Works Department will review applications to determine correct water intake lines, back-flow, and drains.

The Police Department uses the license application information to determine if there are any outstanding warrants for the applicant and to build a database for emergency support services such as, immediate notification of the owner if there is an alarm trigger on the business premises.

The Health Department requires that a business apply directly with the Health Department for permits relating to food preparation / handling or pool / spa facilities. Phone: 360-337-5235

TAXATION

Bremerton assesses local taxes on business activity as follows:

- * Business & Occupation Gross Receipts Tax Rates vary from .125% to .2% of gross revenue
- * Amusement Device Gross Receipts Tax Rate of 2% of gross revenue
- * Gambling Taxes, including pull-tabs, card rooms, bingo, raffles, and fundraising tax rates vary from 2% to 10%
- * Utility Gross Receipt Tax rates vary from 6% to 10%

You are required to file City of Bremerton returns in addition to the returns you file with the State of Washington.

Questions? Please contact the Tax & License Division at 360-473-5311 or taxinfo@ci.bremerton.wa.us