



City of Tukwila

6200 Southcenter Boulevard ~ Tukwila, WA 98188-2544

Business License Application Information/Requirements

This information is intended for small businesses such as mobile food vendors, or coffee stands operating a business on private property where another business is already located.

When applying for a city business license you will need to do the following:

- 1) Obtain a valid Washington State UBI number. (State Business License number)
 - a. Contact Department of Revenue at 800-451-7985 or online at <http://dor.wa.gov/content/doingbusiness/registermybusiness/>
 - b. You will need to have the number for your application before submitting to the City of Tukwila.
- 2) Complete the City of Tukwila Business License application.
- 3) Submit a letter of permission from the property owner. The owner must approve the use of his/her property.
 - a. You may use the attached Permission form for this purpose.
- 4) Submit a map or diagram of where your business will be located on the property.
 - a. See attached sample.
- 5) Calculate and pay the appropriate business license application fee. The City accepts cash, check, Visa and MasterCard.
 - a. All fees paid are non-refundable.

There are areas in the City where only certain types of businesses are allowed to operate. Please contact the Planning Department at 206-431-3670 to make sure the proposed location of your business is zoned appropriately per Tukwila Municipal Code.

The review of your application can take about 2 weeks. Once submitted, the Planning, Building, Police and Fire departments will review your application.

Issued business licenses are valid January 1 – December 31. The City does not pro-rate license fees.

Applications and all required attachments must be submitted to the City's Finance Department for processing. You may submit your documents the following ways:

1. In person at Tukwila City Hall 6200 Southcenter Blvd – Finance Counter (8:30 – 5:00)
2. Email licensing@tukwilawa.gov (documents must be in PDF format)
3. Fax 206-433-1833

If you have any questions, please let me know.

Cindy Wilkins – Fiscal Specialist
Business Licenses
206-431-3680

PERMISSION FOR BUSINESS TO USE PRIVATE PROPERTY (to be completed by property owner)

I hereby give _____ permission to operate _____
(Business Owner Name) (Name of Business)

at _____, as of _____.
(Address of location) (Date)

This business has permission to operate: SUN, MON, TUE, WED, THUR, FRI, SAT (Please circle days of operation.)

Working hours will be from: _____ to _____.

Signature of Property Owner

Date

Property Owner Information please print

Property Owner: _____

Contact Phone: _____

Contact Email: _____

This form may be submitted to the City of Tukwila via:

- 1) email licensing@tukwilawa.gov (PDF format only)
- 2) Fax 206-433-1833
- 3) Submitted in person at Tukwila City Hall – Finance Department

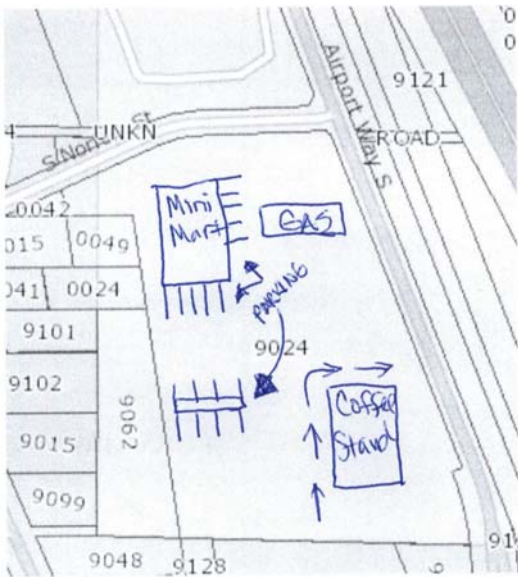
For more information, please call 206-431-3680.

Please provide MAP/Diagram as to where this business will be situated on the property.

Please include: 1) intersecting streets; 2) location of any structures on property and their use; 3) where your business will be located, 4) location of available parking stalls.

In addition, if it is a mobile food truck, please indicate: 1) how many parking stalls are used to park the vehicle; 2) the dimensions of the structure of vehicle; 3) the distance the vehicle is parked away from the property line; 4) the location of available toilet facilities that may be used by the public; and 5) the location of any shelter, seating or furniture you are considering providing.

You may provide a map like this one from King County Property Parcel Viewer <http://gismaps.kingcounty.gov/parcelviewer2/>



Or hand drawn one like below.

