



**Sales Tax code
for Normandy
Park is 1721**

Please fill out this form in its entirety. Incomplete applications will not be accepted.

<p>This is an APPLICATION ONLY and NOT a license to conduct business. You must obtain a business license PRIOR to conducting business. City Land Use, Building and Fire codes and ordinances may be applicable. Additional City permits may be necessary before you can commence business.</p>	
<p>RENEWALS ARE DUE JANUARY 1st. LATE PENALTY WILL BE ASSESSED ON FEBRUARY 1st. NON-REFUNDABLE LATE FEE MUST ACCOMPANY APPLICATION.</p>	
<p>Business Name:</p>	
<p>Physical Address: _____</p>	<p>___ In City Limits or ___ Outside City Limits</p>
<p>Type and Details of Business:</p>	
<p>Home Based Business. Home based businesses in the Normandy Park city limits must give specific details to describe the home occupation activities, services, products, etc. Refer to NPMC 18.200 for residential business regulations. Some home businesses must obtain a conditional use permit.</p>	
<p>___ New ___ Renewal ___ Replacement Lost License</p>	
<p>Mailing Address: (if different)</p>	
<p>Business Telephone No.(s):</p>	
<p>Business Fax No.:</p>	<p>Email:</p>
<p>___ Applying for exemption as per NPMC 4.02.050 (___) Reason: _____ Nonprofit must attach a copy of IRS or Secretary of State nonprofit status certificate.</p>	

<p>List Governmental Agencies License Information:</p>
<p>Federal ID No: _____ - _____</p>
<p>MANDATORY—Washington State UBI No: _____ - _____ - _____</p>
<p>Are you a general contractor? _____</p>
<p>Specialty Licenses Types/Numbers:</p>
<p>_____ Expiration Date: _____</p>
<p>_____ Expiration Date: _____</p>

* Complete and sign form on next page *

City of Normandy Park Business License, page 2

Have you ever held a business license in the City of Normandy Park? _____

If yes, note the license number of your previous business: _____

Square feet of floor space utilized by your business at this location: _____

First Date of Business in Normandy Park _____

Give the name and phone number of two after-hours Emergency Contact Persons for this business location:

Would you like your Business Name, Location, and Contact Number listed on the city's Economic Development Committee webpage? ____ Yes, or ____ No
 (by selecting no, your business name will be listed with 'unlisted' contact info)

Issuance of a license pursuant to this application shall not constitute an assurance or representation that the business, or its location, complies with applicable local, state or federal laws. All licensees shall be responsible for complying fully with all such laws.

If you change your business address, nature of business, or if you are no longer doing business in the City of Normandy Park, please notify the City Clerk's Office at (206) 248-8248.

I certify under penalty of perjury that the information above is correct, to my best knowledge and belief.

Signature: _____ **Date:** _____

Print Name & Title: _____

Send completed application with \$75.00 fee to the City of Normandy Park City Clerk's Office.

FOR OFFICE USE ONLY - Date Received: _____ **Receipt#** _____ **Amount \$** _____

Community Development Director		Date:	Finance Director		Date:
Public Safety Director		Date:			
Exempt _____ or License # _____ - _____ Date: _____ State License ____ Form Date Nov 2016					