



# CITY OF UNIVERSITY PLACE

## Business License/Home Occupation License Information

### Welcome University Place Business Owner:

**Business License Required** The City Council approved a Business License requirement November 18, 2002, following a Public Hearing, and upon recommendation from the City's Economic Development Task Force. This program is being implemented to help the City in identifying all of our businesses as well as provide funds for economic development efforts to assist current businesses and attract new businesses. Effective January 1, 2003, businesses operating within the City of University Place, including Home Occupation Businesses, are required to obtain a City of University Place Business License.

**Exemptions** If your business meets any of the following exemptions, please complete the Exemption form and return it to the City Clerk's Office along with proof of your exempt status. The following are not required to obtain a City Business License:

- A business does not need a business license if the business meets all of the following criteria:
  1. Business does not have employees performing work other than delivery within the City.
  2. Business does not have sales people soliciting within the City.
  3. Business does not have installers or contractors working within the City.
  4. Business does not have any offices, warehouses or other physical location in the City.
  5. Business does not have inventory within the City.
- Casual or isolated sales made by persons who are not engaged in the on-going business of selling the type of property involved, providing that not more than four (4) such sales events are made during any tax year.
- All businesses with gross annual revenues of less than \$12,000.
- All businesses which are exempt from master business license registration under WAC 458-20-101(2)(a). (To ensure your business is exempt from the Master Business License, please contact the Washington State Master License Service at 1-360-664-1400.)
- Minors engaged in baby-sitting, delivery of newspapers, lawn mowing, car washing, and similar activities.
- Any 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 peddlers.
- Non-profit organizations, including but not limited to religious, civic, charitable, benevolent, non-profit, cultural or youth organizations.

**Proof of exemption shall include one of the following:**

- A copy of your most recent Tax Return form: 1120, 1120-S, 1065, 990 or Schedule C
- A copy of your (501)(c3) for non-profit organizations or Form 990
- A copy of the letter from the State exempting you from obtaining a Washington State Master Business License

**License Fees** The fee for a City Business License is \$50 per year, or \$25 per year for Home Occupation Businesses.

**License Term/Renewals** Licenses will be effective from the date of issuance until December 31, of the license year. Licenses will be renewed annually, upon receipt of an approved renewal application. **Applications are due by January 30<sup>th</sup> of the license year. Failure to pay license fees by due date will incur a penalty (see Ordinance 357 & 364.)**

To apply for a Business License, complete the Business License Application Form, include the fee and return to City Hall, in care of the City Clerk. Your Business License will be mailed to your business mailing address within 15 business days of receipt and approval. A copy of the Business License Ordinances 357 and 364 and Business License Application Form are available on the web at [www.cityofup.com](http://www.cityofup.com) or contact the City Clerk's Office at (253) 460-2511.

Please continue to comply with State Licensing requirements and use the University Place sales tax location code 2719 on your excise tax return form.

For information on Washington State Licensing requirements and how to obtain a Washington State Business License, please contact the Washington State Business License Department at (360) 664-1400.

**The City welcomes your business and wishes you success!**

**Peddler/Solicitor Licensing**

Peddlers and Solicitors are required to be licensed by the City of University Place. A brief explanation is below. For more information on Peddler/Solicitor Licensing, please contact the City Clerk's Office at (253) 460-2510.

**Solicitor Definition**

Peddler means any person who goes from house to house, or place to place, within the City of University Place, selling and providing immediate delivery or performance, or offering for sale and immediate delivery or performance, any goods, wares, merchandise, services, or anything of value, to persons not commercial users or sellers of such commodities or services.

Solicitor means any person who goes from house to house or place to place within the City of University Place, taking or offering to take orders for the sale of goods, wares, merchandise, services, or anything of value for future delivery or performance from persons not commercial users or sellers of such commodities or services.

Master Solicitor means any person or firm that employs or uses agents or employees to act as solicitors or peddlers.

The terms "peddler" or "solicitor" shall not include any person making solicitations for charitable or religious purposes or while exercising political free speech.

**Master Solicitor's License**

Applicants must be told their application requires approval of the Chief of Police. Depending on when the application is submitted, approval of the Master License takes a minimum of 5 to 10 working days. This will depend on how quickly the Chief of Police processes the application.

The fee for a Master Solicitor's License is \$50 per calendar year. The calendar year is January 1st through December 31st.

**Agent Under Master Solicitor's License**

Each individual who will be soliciting under the Master Solicitor will need an Agent Under Master License. The fee for an Agent Under Master License is \$25 per calendar year. A background investigation by the Police Department is required of every Agent Under Master.

**Individual Solicitor's License**

An individual solicitor is a self-employed individual operating independently with no employees. Individual solicitors must receive background check and approval of Police Chief. The individual Solicitor's License takes from 3 to 5 working days.

The fee for the Individual Solicitor's License is \$25 per calendar year.

**Hours/Days when Peddling is Allowed**

It is unlawful for any person to peddle or solicit, except during the following hours, without the specific prior consent of the prospective buyer:

- October 1 through April 30 - between 10:00 am and 6:00 pm of any day.
- May 1 through September 30 - between 10:00 am and 8:00 pm of any day.