



IN-CITY BUSINESS LICENSE APPLICATION INSTRUCTIONS

STEP 1. Contact WA State Dept. of Revenue

Master Business License and UBI Tax Number
1657 Fowler St. Richland. 509-987-1201

STEP 2. Contact Other Agencies if needed (partial list):

WA State Contractor's License

WA State Dept. of Labor & Industries 4310 W 24th Ave. Kennewick. 509-735-0100

Daycare License

Dept. of Children & Family Services 112 N Edison St. Kennewick. 509-734-4315

Food/Beverage Permits

Benton Franklin Health Dept. 7102 W. Okanogan Pl. Kennewick. 509-460-4200

WA State Liquor License

Liquor Control Board Application at any State Liquor Store Pasco 360-664-1600

Other State Business Licenses

Department of Licensing Olympia. 360-664-1400

STEP 3. Complete City Application.

Complete In-City Business License application and return with required attachments as noted on application to Customer Service.

STEP 4. City Review Process.

The application will be reviewed and business inspected by the City and when all requirements are met Customer Service will issue a Business License. You cannot conduct business until your business license has been issued.

Upon issuance of the license you may open your business.

**Questions?? Call Customer Service at 545-3402
businesslicense@pasco-wa.gov**

KEEP THESE INSTRUCTIONS FOR FUTURE REFERENCE



Business License Fee Schedule

OTHER FEES MAY APPLY, PLEASE CALL 545-3488 IF YOU HAVE ANY QUESTIONS.

Pay only 1/2 the license fee if applying after June 30th.

Base Fees:

| | |
|-----------------------------------|---|
| In City Commercial location: | \$75.00 for the first 3,000 sq. ft. |
| Additional Sq. ft.: | \$30.00 for each additional 3,000 increment |
| Liquor Sales (restaurant/tavern): | \$200.00 in place of commercial location base fee + sq. ft. |
| Liquor Sales with Dancing | \$350.00 in place of commercial location base fee + sq. ft. |
| Bank/ Financial Institution: | \$200.00 |
| Hotels/Motels: | \$75.00 + \$5.00 each unit |
| Commercial Rentals: | \$75.00 + \$3.00 each unit |
| Residential/RV Parks: | \$45.00 + \$3.00 per space |
| Carnival/Circus: | \$275.00 first day + \$125.00 each add'l day |
| Theaters: | \$150.00 |
| Pawnshop: | \$250.00 |
| Trucking: | \$75.00 + sq. ft. fees + \$5.00 each truck |
| Bowling Alleys: | \$75.00 + \$6.00 each alley |
| Auction: | \$75.00 for 3 days |
| Pro Boxing/Wrestling: | \$75.00 per show |
| Ambulance Service | \$150.00 |
| Scrap Metal | \$150.00 + sq. fees + outside area charges |

Other Fees:

| | |
|--------------------------------|----------|
| WSP/FBI Criminal History Check | \$32.50 |
| Transfer Fee | \$37.00 |
| Outside Storage/Display area: | \$50.00 |
| Amusement Device 1-5 machines: | \$50.00 |
| 6 + machines: | \$100.00 |

Business License Inspection Requirements

Inspection Request Line: 509-545-3442



Now that you have applied for your business license, you probably want to know what happens next.

First, your business license will be reviewed by several of the City's departments to ensure that it complies with all City ordinances.

During this time, your business location also needs to be inspected. If you are ready for an inspection at the time you submit your business license application, you can schedule your inspection with the clerk at that time. Otherwise, you will need to call the inspection request line when you are prepared and available for an inspection. Inspections may be scheduled for any weekday (excluding holidays).

Inspection times are not specific, but you may request a morning or afternoon inspection. Morning inspections will take place between the hours of 8:30 am and 12 noon. Afternoon inspections will take place between the hours of 12 noon and 4 pm. **Someone who has access to the inside of the business must be present for the inspection during the requested timeframe.**

Finally, after your business license application has been reviewed and your business location has been inspected, the City will determine if your business complies with all laws and local ordinances. If it does, your business license will be issued.

You must pass this inspection to receive an approved business license.

Inspection Requirements

WHAT WILL BE INSPECTED?

There are four items that will be inspected. All four items must be approved in order for you to pass inspection and receive your business license.

1. Your **business address** must be clearly visible from the street on the outside of the building. The address numbers must be at least 4 inches in height and of a color that contrasts with the color of the building. This ensures that customers, police and other emergency personal can easily locate your business.



2. A **Class 2A20BC fire extinguisher** that has been recently tested and certified as operational by an authorized agency must be present in your business. Test records that are expired will cause your business to fail inspection.



3. **Exit signs** must be installed above each exit door. This will help you, your employees and your customers quickly and safely exit the building in an emergency.
4. **Bathrooms must be operable** for employees and/or customers.

SCHEDULING YOUR INSPECTION

When you are ready to schedule your inspection, call the **Inspection Request Line at 509-545-3442**. Inspections must be scheduled by **4 pm the day before** you would like the inspection to take place.

Leave the following information on the recording:

Your Business License # _____
Type of Inspection: Business License Inspection
Business Address _____
Date You Would Like the Inspection _____
Timeframe for Inspection: AM or PM?
A Contact Name and Phone Number _____

To help you remember the date and timeframe you requested, you may want to write it in the space provided below:

Date of Inspection: ____ / ____ / ____

Inspection timeframe: ____ am ____ pm

Remember: The inspector must have access to the inside of your business in order to do the inspection. If you find you are not able to be present during the timeframe specified and would like to reschedule, please call 509-543-5726 at least one day prior to your scheduled date of inspection.

An exit sign above each exit door must be installed to pass inspection.



LIFE SAFETY INSPECTION CHECKLIST

Please review this checklist before scheduling the inspection for your business. Being familiar with these requirements will give you a better opportunity of passing inspection the first time, allowing your business to open sooner. *You cannot start operating your business until you have passed inspection and your license has been issued.*

- _____ My business address is clearly visible from the street and the numbers are at least 4 inches tall and contrast with the color of the building.
- _____ My business is equipped with a 2a20bc fire extinguisher with a **current** test record.
- _____ There are exit signs above each exit door in my business.
- _____ All bathrooms are operable.

City of Pasco - Inspection Services Division

525 North Third Ave
PO Box 293
Pasco, WA 99301

Phone: 509-543-5726
Fax: 509-543-5728

Website: www.pasco-wa.gov



In City Business License Application

Application Date _____ New Business Change of Location Change of Ownership

1. Business Information:

Legal Name _____
(Full Name of Legal Owner of business as registered with Dept. of Revenue or Corporate Name registered with WA Secretary of State)

Business Name _____

Type of Business _____

Physical Address _____ City _____ St _____ Zip _____

Mailing Address _____ City _____ St _____ Zip _____

Phone _____ Fax _____ Email _____

Corporation LLC Partnership Sole-Proprietor Other

UBI# _____ FEIN # _____

Contractor's License # _____ Expiration Date _____

2. Business Owner Information:

Owner's Name _____

Home Address _____ City _____ St _____ Zip _____

Mailing Address _____ City _____ St _____ Zip _____

Phone 1 _____ Phone 2 _____ Cell _____

Fax _____ Email _____

Co-Owner's Name _____

Home Address _____ City _____ St _____ Zip _____

Mailing Address _____ City _____ St _____ Zip _____

Phone 1 _____ Phone 2 _____ Cell _____

Fax _____ Email _____

3. Additional Info:

After Hours Emergency Contact (other than owner) _____

Home Address _____ City _____ St _____ Zip _____

Mailing Address _____ City _____ St _____ Zip _____

Phone 1 _____ Phone 2 _____ Cell _____

Fax _____ Email _____



Explain all activities that will take place at your business location _____

Number of Employees (including owner) _____

Building Size _____ sq. ft.

Number of Parking Spaces _____

Preschool/Daycare: Number of Children _____

Number of Units _____ (Trucking, Hotels, Mini Storage, MH/RV Parks, Commercial Rentals, Bowling)

Will you have Off-site Storage Yes No Where? _____

Will you have Outside Storage or Display Area Yes No

Will you have Automatic Fire Sprinklers Yes No

Will you have Burglar or Fire Alarm Yes No

Will you have a Basement? Yes No

Will you serve Liquor? Yes No

Will you have Dancing? Yes No

Will you charge Admission? Yes No

Will you have Amusement Devices or Video Games? Yes No How Many? _____

Amusement Device Distributors: Attach list of all devices located in Pasco

Will you use radioactive, hazardous or flammable materials? Yes No If Yes, Explain type and quantity stored _____

4. Required Attachments:

- License fee: See page 2
- Copy of applicant's Picture ID
- Copy of your WA State Master Business License
- Copy of State Specialty Licenses (Contractor, Daycare, Security, Cosmetology, Massage, etc.)
- Copy of State Liquor License (if applicable)
- Copy of Health Dept. Certificate (if applicable)
- Copy of your lease agreement

My Signature below certifies that the information provided on this application and any attachments is true and accurate. I understand my place of business must comply with all City of Pasco codes and ordinances.

Signature

In-City BL Application

Date

09/2016



RE: Fire Safety Inspection Program

This is to advise you that effective January 1, 2015 a Fire Safety Inspection Program will be reinitiated and implemented through the City's Inspection Services Division. The program is intended to increase fire safety throughout the City and is applicable to businesses and multiple-family units.

The City Council determined to reinitiate a fire inspection program earlier this year following a highly publicized public process. The City has not had a formal Fire Safety Inspection Program since 1987. The Washington Survey and Rating Bureau evaluate agencies like the City of Pasco on the adequacy of their fire prevention and protection programs. The rating by the Bureau directly affects the fire insurance premiums that business owners pay within Pasco. The City is currently operating under a Class 5 rating from the Bureau. It is the City Council's goal to maintain the Class 5 rating and work toward lowering it over the next few years. A key component of maintaining this rating over the long run is to reinstitute the Fire Safety Inspection Program.

There will be a fee associated with the Fire Safety Inspection Program. If you are determined to be a moderate or high hazard occupancy (determined through provisions of the International Building Code) your business will be subject to an inspection. A high hazard occupancy will be required to have a passing yearly inspection, and a moderate hazard occupancy will be required to have a biennial inspection. The fee for the inspection is \$75.

For your information we have attached a checklist that the Inspection Services Division will be using for the fire safety inspection. Review of the items on the checklist prior to the inspection will help you prepare and pass the inspection. If you fail the initial inspection, the City will work with you so that you understand identified deficiencies, which will be listed in clear concise language so there will be no questions as to the items requiring your attention. After a reasonable amount of time in which to make any corrections, the City will re-inspect at no additional charge for the first re-inspection. If additional re-inspections are required due to failing the inspection for a second time, then an additional \$75 fee will be charged and payment will be due within 30 days of the failed inspection.

In summary:

- A Fire Safety Inspection Program will be initiated January 1, 2015.
- If determined to be a high hazard occupancy type – your business will be required to pass a fire safety inspection once each year.
- If determined to be a moderate hazard occupancy type – your business will be required to pass a fire safety inspection on a biennial basis.
- A fee of \$75.00 will be added to your Business License and/or renewal to pay for the inspection process and every other year thereafter.
- You will be contacted by The Inspection Services Division to schedule your Inspection.
- Failure of a second re-inspection will result in an additional \$75.00 fee.

This program is important on many levels, primarily for the safety of those accessing your business, your neighbors and to maintaining and eventually improving the City's fire rating to keep fire insurance low for everyone, accordingly, your participation is required. Please contact the Inspection Services Division at 509.543.5733 or Firesafetv!@pasco-wa.gov. if you have questions or comments. Thank you in advance for your cooperation in this important Program.



Building Division
Troy Hendren, Inspection Services Manager
 525 North Third Avenue | Pasco, WA 99301
 (509) 543-5736 phone | (509) 543-5728 fax
www.Pasco-WA.gov | HendrenT@pasco-wa.gov

Business Name: _____

Business Address: _____

Business License Number: _____

Date: _____

Inspector: _____

FIRE INSPECTION CHECKLIST

| Access and Premises: | Yes | No | Comments |
|---|-----|----|----------|
| Is actual building use consistent with Occupancy Type? | | | |
| Are Address numbers for the building visible from the street? | | | |
| Does your building have a Knox Box? If so, will the keys inside it open all doors? If locks are changed contact City of Pasco Fire Department to install new keys. | | | |
| Is combustible vegetation removed so as to not create a fire hazard? | | | |
| Is there a minimum 3' clearance around fire hydrants and FDC? | | | |
| Egress (Exiting) | Yes | No | Comments |
| Are the exit ways and doors easily recognizable, unobstructed and functional? | | | |
| If the main exit door has key-locking hardware is there a sign above the door that states "THIS DOOR MUST REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED" and are the other exit doors operable from the inside w/o the use of a key or any special knowledge or effort? | | | |
| Are doors with self-closing hinges maintained in the closed position (not blocked open)? | | | |
| Emergency Lighting/Egress Illumination | Yes | No | Comments |
| If emergency lighting is provided, is it maintained in operable condition? | | | |
| Is the means of egress illuminated when the building or structure is occupied? | | | |
| Exit Signs | Yes | No | Comments |
| If exit signs are required, are they maintained as illuminated or self-illuminations? | | | |
| Does the back-up battery work? (Push the test button, the exit sign should illuminate under battery power) | | | |
| Electrical | Yes | No | Comments |
| Are all electrical outlets, switches and junction boxes properly covered with cover plates? | | | |
| Is the electrical system safe from any apparent shock and/or other electrical hazards? | | | |
| Are circuit breakers/fuses labeled so as to identify the area protected? | | | |
| Is the area in front of the electrical panel(s) clear, by at least 30"? | | | |
| Are extension cords used for temporary use? | | | |
| If multiple items need to be plugged in, is a power tap utilized with a built-in circuit breaker and is the power tap plugged directly into a permanently installed receptacle? | | | |
| Fire Alarm System | Yes | No | Comments |
| If the building is equipped with a fire alarm system, has the required annual service of the fire alarm system been performed by a qualified fire alarm company? | | | |
| Fire Safety and Evacuation Plans | Yes | No | Comments |
| If drills are required, are they conducted successfully at varying times and under varying conditions and are records maintained on the premises? | | | |
| If required, are evacuation routes and fire safety plans posted? | | | |
| Fire Extinguishers | Yes | No | Comments |
| Is there access to a fire extinguisher(s) rated at a minimum of 2A-10(3C) per 6,000 sq./ft. in low hazard areas and 3,000 sq. ft. in medium hazard areas? | | | |
| Is the travel distance from all portions of the building less than 75' to a fire extinguisher? | | | |
| Are all fire extinguishers visible and accessible (not blocked)? | | | |
| Have the fire extinguisher(s) been serviced/ tagged by a qualified technician within the last 12 Mo's? | | | |
| Is the fire extinguisher(s) properly mounted? Proper locations-near exit doors where possible, not exceeding maximum travel distance, properly mounted (maximum 5' high if less than 40 lbs., maximum 42' high if greater than 40 lbs. | | | |
| Fire/Smoke Separations | Yes | No | Comments |
| Are the fire/smoke separations (smoke doors, fire doors, walls, etc.) maintained in working condition? | | | |
| Is storage maintained a minimum of 18" below head deflectors in fire sprinklered areas? | | | |
| If the building is equipped with a fire sprinkler system, has the required annual service of the fire sprinkler system been performed in the last year by a qualified sprinkler company? | | | |
| In the commercial cooking applications, has the hood suppression system been serviced in the last six months and is the hood cleaned at intervals to prevent the accumulation of grease? | | | |
| Heat producing appliances | Yes | No | Comments |
| If portable electric heaters are used, are they used safely, are they UL listed? Are they plugged directly into wall outlets and kept a minimum of 3' away from combustibles. | | | |
| House Keeping and Decoration | Yes | No | Comments |
| Is combustible rubbish that is stored in containers outside of vault storage rooms removed from the building a minimum of once each working day? | | | |
| Are oily rags or similar materials stored in metal, metal lined or other approved containers equipped with tight fitting covers? | | | |
| Mechanical Hazards | Yes | No | Comments |
| Is the venting for exhaust products of combustion working properly for gas appliances? (i.e.: water heaters, furnaces, etc.) | | | |
| Smoke Detectors | Yes | No | Comments |
| If smoke detection is required in common areas such as corridors or part of the fire alarm system, have they been tested in the last year by a qualified technician? | | | |
| Storage of Combustibles | Yes | No | Comments |
| Are Combustible materials not stored beneath the building or structure? | | | |
| Are the boiler rooms, mechanical rooms and electrical panel rooms maintained free of all combustible | | | |
| If you have storage of compressed gas containers (such as Co2, helium, etc.) are they chained to prevent falling? | | | |
| Storage of Combustible and Flammable Liquids | Yes | No | Comments |
| Are quantities in excess of 10 gallons of flammable and combustible liquids used for maintenance purposes and the operation of equipment stored in liquid storage cabinets? | | | |

A "No" response to any of these questions indicates the presence of a fire code violation. Completion of this form does not eliminate all fire inspections conducted by the City of Pasco. Please call 545-3442 for a re-inspection within 10 business days. TH