



Filing for your Washington State Business License

Business Licensing Service

- One-stop for business owners.
- BLS processes WA Business License Application and Renewals.
- We partner with 9 state agencies and more than 200 cities.

Licenses & Permits

- Licensing wizard
- Secure Access Washington (SAW) account
- Licensing questions
- Trade names
- Hiring plans
- Other licenses and permits

Licensing Wizard

Business Licensing

- Business Licensing Wizard
- [dor.wa.gov/
LicenseWizard](https://dor.wa.gov/LicenseWizard)

The screenshot shows the Department of Revenue Washington State website. The header includes the logo, navigation links (Laws & rules, Careers, Contact, About, Log in), and a search bar. The main navigation menu includes Home, Open a business, Manage a business, Taxes & rates, File & pay taxes, Education, and Forms & publications. The page content is titled "Open a business" and includes a "Print" button. The main text reads: "Start here to get licensing requirements for your business. Answer a few basic questions in our Business Licensing Wizard to get:" followed by a bulleted list: "A list of the city, state, and federal licenses your business may need.", "Contact information for each licensing requirement.", and "Next steps and forms needed to apply for your Washington State Business License." Below this is a yellow button labeled "Get licensing requirements". At the bottom, there are two links: "Ownership structure" and "Apply for a license". On the right side, there is a "More information" section with links to "Small Business Guidance", "Road map for opening a business", "Attend a workshop", "Reseller permits", "Sales to nonresidents", "Business licensing FAQs", "Retirement Marketplace", and "New business information".

Licensing

Multiple locations? Mobile business?

- You'll need to provide a physical address for the state business license
 - May be your home
- Many cities will require you to have a local (city) license to do business in their city
- Use the Wizard to learn requirements

Licensing

Business Licensing

- Secure Access Washington (SAW) Account
- dor.wa.gov

The screenshot displays the Washington State Department of Revenue website. At the top, there is a navigation bar with links for 'Laws & rules', 'Careers', 'Contact', and 'About', along with a 'Log in' button. A search bar is also present. Below the navigation bar, a dropdown menu is open, showing options like 'Home', 'Open a business', 'Manage a business', 'Taxes & rates', 'File & pay taxes', 'Education', and 'Forms & publications'. A white box highlights the 'I want to...' section, which includes links for 'Get or renew a license', 'File taxes online', 'Find a sales and use tax rate', 'Look up a business', and 'Learn about reseller permits'. The main content area features a 'My DOR' header and a 'Businesses' section with a list of services: 'File a tax return', 'Get or renew a business license', 'Access a reseller permit', 'File UCP holder reports', 'Request a tax status letter', 'Access secure messages', and 'More services' (including 'Express file a no business return' and 'Pay a bill'). There is also a 'General Public' section with links for 'File a consumer use tax return' and 'Access secure messages'. A 'ClaimYourCash' section is visible at the bottom. The SAW login form is highlighted with a white box, showing fields for 'SAW User ID' and 'Password', both with 'Forgot?' links, and a 'Log in' button. A 'Show Password' checkbox and a 'New user? Sign up' link are also present.

SAW Account Setup

 **WELCOME**
to your login for Washington state.

 **SIGN UP!** **GET HELP** **TIPS ON**

LOGIN

USERNAME

PASSWORD

SUBMIT

[Forgot your username?](#) | [Forgot your password?](#)

ON BEHALF OF

WASHINGTON STATE AGENCIES

Licensing Questions

Prepare for online business licensing form questions:

- State Unified Business Identifier number (UBI)
- Ownership structure
- Location info
- Business activity
- Expected revenue
- Business tradename
- Hiring plans

dor.wa.gov/Apply

Home / Manage a business / My DOR Help / Renew or update business license / Apply for a new business license

Apply for a new business license

Sole Proprietorship or General Partnership

- ▶ Before you begin
- ▶ Access the business license
- ▶ Tell us about your business
- ▶ Location information
- ▶ Hiring employees
- ▶ State endorsements
- ▶ Review and pay

Corporation or Limited Liability Company (LLC)

- ▶ Before you begin
- ▶ Access the application
- ▶ Tell us about your business
- ▶ Location
- ▶ Hiring employees
- ▶ State endorsements
- ▶ Review and pay

Trade Names

Registering a Trade Name

- When its required
- What it means
- Distinction from trademarks
- Researching names
- Registration cost: \$5 plus the application fee

Register trade names

You must register a trade name, or “doing business as” name, per RCW 19.80.10 for:

- A Sole Proprietor or Partnership using a name other than the full legal name of the owner or owners.
- A Corporation, Limited Partnership, or Limited Liability Company operating under a name other than the name registered with the Office of the Secretary of State.
- Any business name you are using that is not your full legal name.

Registering your trade name does not protect the name from use by others. A business can register an unlimited number of trade names.

A trade name will remain registered indefinitely until the owner requests that it be canceled. There is no charge for canceling a trade name.

If you also want to file a trademark or service mark, you may want to consult an [attorney](#). If your business activities will extend beyond Washington State, it may be to your benefit to file for a trademark with the [U.S. Patent and Trademark Office](#). If your business activities will stay within Washington, it may be to your benefit to file for a trademark with the [Secretary of State](#).

Find out if a name is already in use

- Our [business lookup](#): General license
- [Secretary of State Corporations Registration Data Search](#): Corporation and limited liability company names.
- [U.S. Patent and Trademark Commission](#): Search for federally registered names.

Resources
Business Licensing Service
360-705-6741

dor.wa.gov/TradeNames

Hiring Plans

Hiring Related Questions

- Will you be using independent contractors?
- Will you hire staff in the next 90 days?
- What type of work will your employees do?
- Will you employ youth?

10. Hire employees

- Prepare to hire employees, if needed. Having employees with the right attributes and skills for your business is critical for successful growth. There are resources to help you with employment planning, including [Labor Market Information](#).
- There are also programs to help you find and train qualified employees.
 - [WorkSource](#) can bring you applicants that are skilled and ready to work.
 - Job fairs and [free, online job posting](#) can help increase your pool of applicants.
 - [Tax credits](#) can help lessen the cost of new employees.
 - Options for employee [training assistance](#).
 - [On-the-job training wage subsidies](#).
 - Employee training resources - [Career Bridge](#)
 - [Apprenticeship programs](#)
 - [WorkSource Apprenticeship](#)
 - [Work study employees](#)
- If you noted on the form that you would be hiring employees, information from your Business License Application will be forwarded to the Employment Security Department to set up a state unemployment tax account, and the Department of Labor & Industries to set up a workers' compensation insurance account and issue your minor work permit, if applicable. You will have quarterly filing responsibilities with both agencies, plus the IRS (see the [RUN Your Business](#) chapter of the Small Business Guide).
- Every new employee will need to complete the federal [I-9 Employment Eligibility Verification Form](#) within three days of hire, and the Internal Revenue Service (IRS) [W-4 Form](#).
- You'll also need to report each newly hired and rehired employee through the Department of Social and Health Services [New Hire Reporting Program](#) within 20 days of hire. Reporting is done through a secure web portal, [Secure Access Washington \(SAW\)](#). If you don't already have a SAW account, you'll have to create one prior to doing your first reporting. To report, you'll need information from the employee's W-4 Form plus the hire date and the birth date.

Hiring Plans

Independent Contractors

- Strict laws define “employee” vs “independent contractor”
- An independent contractor should:
 - Have a contract
 - Be a fully licensed and tax-reporting business
 - Keep business financial records
 - Have multiple clients
 - Work away from one of your locations
 - Do something different from what you do

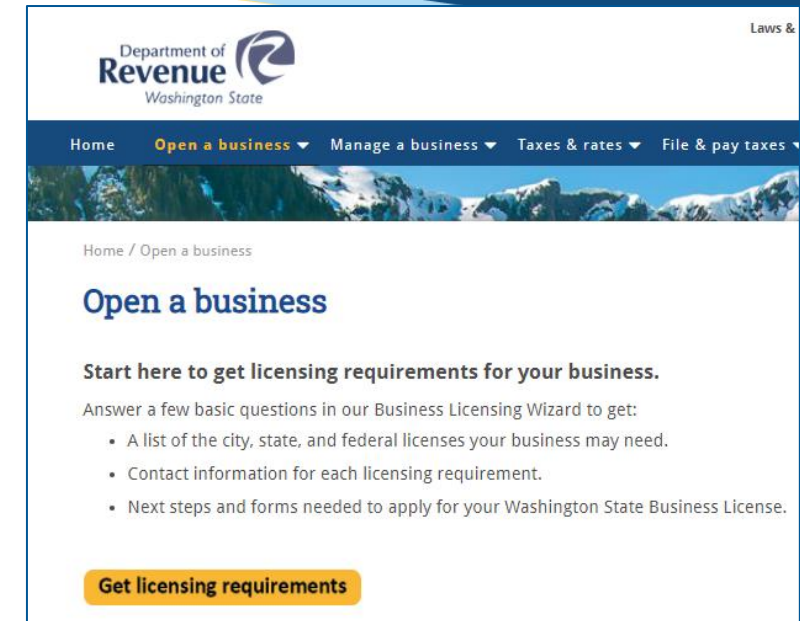
LNI.wa.gov/IndependentContractor



Other Licenses & Permits

Other licenses and permits

- Professional licenses
- Contractor registration
- County health department permits
- Liquor and cannabis licenses
- Building permits (city or county)
- Etc.



Business Licensing Wizard

Business Licensing Commonly Asked Questions

What is a business license?

The Business License Application (BLA) is a simplified application used to apply for many state and city endorsements, registrations, and permits. You may use it to:

- Apply for a Washington State Unified Business Identifier (UBI) number or tax registration number.
- Open or reopen a business.
- Change ownership structure of a business.
- Open or change a business location.
- Register or change a trade name.
- Hire employees.
- Apply for a Minor Work Permit.
- Add a city or state endorsement to an existing business location.
- Get optional insurance coverage for owners or officers of the business.
- Hire people to work in or around your home.

Who needs a license?

You need a license if you meet one or more of the following criteria:

- Your business requires city and state endorsements.
- You are doing business using a name other than your full name legal name.
- You plan to hire employees within the next 90 days.
- You sell a product or provide a service that requires the collection of sales tax.
- Your gross income is \$12,000 per year or more.
- Your business is required to pay taxes or fees to the Department of Revenue.
- You are a buyer or processor of specialty wood products.

What is the cost of a business license?

- A **non-refundable** Business License Application processing fee is required for each application received in addition to applicable endorsement or trade name fees. See below to determine the processing fee.
- **Open/reopen a business - \$50**
 - If you are opening the first location of a new business/UBI or re-opening a business/UBI that has no active locations.
- **Add an additional location - \$0**
 - If you are adding an additional location to your current business/UBI.
- **Add a city Non-Resident Business Endorsement to an existing location - \$0**
 - If your business is not physically located inside city limits, but you will travel within the city's limits to conduct business, a city Non-Resident Business endorsement is required.
- **Any other purpose - \$10**
 - If you are filing for any purpose other than those listed above.
- **Examples:** Hiring employees, registering a trade name, adding additional endorsements to an existing location, etc.
- **Annual Renewal processing fee - \$5**
 - Processing fee to renew a location for any number of endorsements in addition to applicable endorsement fees

Where can I go to complete a BLA?

There are two ways to file the Business License Application and supplemental forms:

Online:

File online with My DOR.

By mail:

Complete the Business License Application and supplemental forms and mail to:

Business Licensing Service

P.O. Box 9034

Olympia, WA 98507-9034

Online applications are typically processed in less than 10 days. It may take up to three weeks if you file by mail.

If you have city or state endorsements, it may take an additional 2-3 weeks to receive your business license due to approval time.

Do I have to renew my Business License?

If your business is a corporation, a limited liability company, a limited liability partnership, or requires a [state](#) or [city](#) endorsement available through the Business Licensing Service, you will need to renew your license annually. The expiration date is determined when you apply and will be printed on the top right-hand side of your Business License under the Unified Business Identifier (UBI) number.

Business Licensing Service sends a courtesy renewal the month before their license expires.

For licenses not handled through the Business Licensing Service, contact the regulatory agency listed on your license or permit.

Resources

- Department of Revenue Website: dor.wa.gov
- My DOR Login: secure.dor.wa.gov
- Small Business Guide: business.wa.gov
- Business License Application tutorial
 - Watch the video: <https://dor.wa.gov/manage-business/my-dor-help/my-dor-video-tutorials>

Contact Us

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Live Chat available on dor.wa.gov