Mailing Address
City of Long Beach
P O Box 310
Long Beach, WA 98631

Business Address
115 Bolstad Street W
Long Beach, WA 98631
www.longbeachwa.gov

Phone: 360.642.4421
Fax: 360.642.8841

Business License Application Packet

City of Long Beach, WA Business License Application Checklist

Thank you for investing in our community. This packet should answer most of your questions regarding business licenses and provide us with the information we need to issue your license. Your application must be completed in it's entirety prior to processing by our staff. If you need assistance in completing the application, please contact us at (360) 642-4421.

Frequently Asked Questions (FAQ's) about City Business Licenses

Who needs a City of Long Beach business license?

Every person engaged in business in the City of Long Beach shall obtain a business license per City Ordinance 672.

What types of City business licenses are available?

Regular Business – this license is required for any person, persons, partnerships, or corporations engaged in merchandising and/or selling a product or service for legal tender or trade. This type of license is also required for home occupations.

Delivery Business – this license is required for any person, persons, partnerships, or corporations engaged in delivering a product or service for legal tender or trade.

Itinerant Vendor - this license is required for any person, persons, partnerships or corporation who has no permanent physical place of business within city limits, does not make regular stops within the city at the request of local persons or businesses and who desires on an intermittent basis to sell products or services within city limits.

Monthly Rental – this license is required for any person, persons, partnerships or corporation that intends to rent a unit for a commercial or residential use to another person, partnership, or corporation.

Adult Use/Sexually Oriented – this license is required for any person, persons, partnerships or corporation that intends to engage in an adult use or sexually oriented business as defined in Ordinance 805.

Adult Entertainment Manager – this license is required for any person who manages, directs, administers or is in charge of the affairs and/or conduct of any sexually oriented business. This license is also required for any assistant working with or under the direction of the manager to carry out such purposes as defined in Ordinance 805.

Business License Application Packet

Frequently Asked Questions (FAQ's) about City Business Licenses — continued

Adult Entertainer – this license is required for any person who provides adult entertainment for an adult entertainment premises as defined in Ordinance 805.

Adult Arcade Manager – this license is required for any person who manages, directs, administers or is in charge of the affairs and/or conduct of an adult arcade business as defined in Ordinance 805. This license is also required for any assistant working with or under the direction of the manager to carry out such purposes as defined in Ordinance 805.

Adult Arcade Device – this license is required for any device, station, or booth utilized in an adult use arcade as defined in Ordinance 805.

Is a City business license transferable?

No. City business licenses are not transferable. No person to whom a license has been issued shall allow any other person for whom a separate business license is required to operate under or display his license.

I don't have an existing business in Long Beach. Can I obtain an Itinerant Vendor business license to sell goods or products along the street?

No. The City of Long Beach prohibits businesses from operating solely in an open air environment. Outdoor merchandising, vending, and dining as a primary use is not permitted within the City of Long Beach unless specifically approved.

I don't have an existing business in Long Beach. Can I sell goods or products if I operate out of an existing business with an Itinerant Vendors License ?

Yes, although the sale of goods and merchandise must take place indoors.

Can I sell goods or products outside of an existing business?

Perhaps. An existing business only within the Old Town and Old Town West zones may apply for a Conditional Use Permit to conduct outdoor merchandising, vending, and dining as an accessory use.

Can I sell goods or products at one of the City's festivals?

Outdoor merchandising, vending, and dining for special occasions and festivals may be allowed by City Council and the festival organizers would coordinate with the vendors. Currently, the City Council only permits outdoor vending at the Washington State International Kite Festival and Fourth of July.

Business License Application Packet

Frequently Asked Questions (FAQ's) about City Business Licenses — continued

If I have more than one location, do I need a license for each location?

Yes. If business is transacted at two or more separate locations by the same person a separate business license will be required for each location. Each license shall be conspicuously posted in each place of business at all times.

How much does a City of Long Beach business license cost?

The annual business fee for operating any business at one location shall be $125. Delivery Services shall be $50.00 annually. Itinerant vendors fee shall be $250 each day or $250 per festival. The fee for monthly rentals, commercial or residential, shall be as follows:

1 unit	$20.00
2-5 units	$40.00
6 units and up	$100.00

Adult Arcade Premise and Sexually Oriented Business License	$1,000.00
Adult Entertainment Manger's License	$400.00
Adult Entertainer's License	$400.00
Adult Arcade Manager's License	$400.00
Adult Arcade Device	$50.00/device

How do I obtain a City business license?

Complete the attached application and submit it along with the required documents and fees.

How long is a City business license valid?

A City business license is valid for one (1) fiscal year which runs from July 1st through June 30th.

Can a City business license be prorated?

Yes, the City prorates on a monthly basis after January 1st .

This application must be completed in full and must be typed or legibly printed.
If the requested information does not apply, write "NA" on the line provided.

BUSINESS NAME_____

STREET ADDRESS_____

BUSINESS PHONE_____

MAILING ADDRESS_____UNIT/SUITE _____

CITY_____STATE_____ZIP CODE_____

EMERGENCY CONTACT PERSON_____PHONE_____

BUSINESS EMAIL_____BUSINESS WEB PAGE_____

WHAT IS THE PRIMARY FUNCTION OF YOUR BUSINESS_____

_____

_____

_____

OWNER'S NAME_____

OWNER'S ADDRESS_____

STATE UNIFIED BUSINESS LICENSE NUMBER_____

EXPIRATION DATE_____/_____/_____SOCIAL SECURITY NUMBER_____

BUSINESS ORGANIZATION TYPE (CHECK ONLY ONE)

___SOLE OWNER ___PARTNERSHIP ___CORPORATION ___NON-PROFIT ___OTHER
(Specify)_____

DATE OF INCORPORATION _____/_____/_____ STATE WHERE FILED_____

NOTE: PROOF OF CORPORATION OR NON-PROFIT STATUS AND/OR FICTITIOUS NAME ARE REQUIRED WITH APPLICATION

BUILDING(S) / UNIT(S) TOTAL SQUARE FEET_____

NUMBER OF UNITS (VEHICLES, SEATS, ROOMS, APTS. ETC.)_____

NUMBER OF TOTAL EMPLOYEES
(INCLUDE OWNERS, PARTNERS, CORP. OFFICERS, AND PART TIME)_____

DO YOU SERVE OR SELL ALCOHOL? ☐ YES ☐ NO

STATE BEVERAGE LICENSE NUMBER_____

DO YOU PREPARE OR SERVE FOOD? ☐ YES ☐ NO

NOTE: COPIES OF COUNTY FOOD HANDLER CARDS ARE REQUIRED WITH APPLICATION

IS THIS BUSINESS OR OCCUPATION REGULATED BY ANY COUNTY, STATE OR FEDERAL REGULATORY AGENCY AS PROVIDED BY LAW? ☐ YES ☐ NO

IF YES, PROVIDE COUNTY, STATE, OR FEDERAL LICENSE NUMBERS_____

_____

NOTE: PROOF OF COUNTY, STATE, OR FEDERAL LICENSES ARE REQUIRED

I_____, BEING DULY AUTHORIZED TO SIGN FOR THE ABOVE NAMED BUSINESS
Print Name
DO HEREBY MAKE APPLICATION FOR A BUSINESS LOCATION LICENSE FOR THE PRIVILEGE OF ENGAGING IN BUSINESS WITHIN THE CITY LIMITS OF THE CITY OF LONG BEACH, WASHINGTON. I AGREE THAT THE BUSINESS WILL ABIDE BY ALL LOCAL, COUNTY, STATE, AND FEDERAL LAWS THAT MAY APPLY. I UNDERSTAND THAT SHOULD THE BUSINESS BE FOUND GUILTY OF A VIOLATION OF ANY LAW, THE OCCUPATIONAL LICENSE MAY BE REVOKED BY THE CITY OF LONG BEACH, WASHINGTON. I AM AWARE THAT ANY EXTERIOR MODIFICATION, OR SIGN PLACEMENT WILL REQUIRE REVIEW BY CITY STAFF AND THE PLANNING COMMISSION. I HAVE BEEN GIVEN THE CITY OF LONG BEACH, WASHINGTON BUSINESS AND OCCUPATIONAL TAX FORMS FOR THE CURRENT YEAR.

SIGNATURE OF APPLICANT_____

TITLE_____

DATE_____/_____/_____

SIGNATURE OF LICENSING OFFICIAL_____

ADULT USE/SEXUALLY ORIENTED BUSINESSES ONLY

1. RESIDENTIAL ADDRESS_____APARTMENT _____

CITY_____STATE_____ZIP CODE_____

HOME PHONE_____DATE OF BIRTH _____/_____/_____

2. NAME(S), RESIDENCE ADDRESSES, RESIDENCE TELEPHONE NUMBERS, SOCIAL SECURITY NUMBERS AND DATE(S) OF BIRTH OF ANY PARTNERS, CORPORATE OFFICERS OR DIRECTORS, OR ANY ENTITY HOLDING OWNERSHIP OR LEASEHOLD INTEREST IN THE ADULT USE BUSINESS PREMISE AND/OR ADULT ARCADE DEVICES ON THE PREMISE. (If more space is required, please attach a separate sheet with the above information.)

A._____

_____

B._____

_____

C._____

_____

3. BRIEF DESCRIPTION OF THE HISTORY OF THE ADULT ENTERTAINMENT, ARCADE, OR SIMILAR BUSINESS AND/OR APPLICANT AND WHETHER BUSINESS WAS OPERATED IN THIS OR ANOTHER CITY, COUNTY, OR STATE_____

_____

_____

_____

4. HAVE YOU EVER HAD A BUSINESS LICENSE REVOKED OR SUSPENDED? ☐ YES ☐ NO

IF YES, PLEASE LIST THE REASON AND THE ACTIVITY OR OCCUPATION SUBJECTED TO THE REVOCATION OR SUSPENSION_____

_____

5. NAME, ADDRESS, TELEPHONE NUMBER, DATE OF BIRTH, AND SOCIAL SECURITY NUMBER OF THE MANAGER OR OTHER PERSON(S) RESPONSIBLE FOR THE OPERATION OF THE PREMISE AND/OR ARCADE DEVICES_____

_____

ADULT USE/SEXUALLY ORIENTED BUSINESSES ONLY — Continued

6. A COMPLETE STATEMENT OF ALL CONVICTIONS OF THE APPLICANT (OR THE OWNERS LISTED IN QUESTION 2 ON PAGE 6) IN ANY DOMESTIC OR FOREIGN JURISDICTION FOR OR EQUIVALENT TO PROMOTING PROSTITUTION, SEXUAL VIOLATIONS WITH MINORS, PERJURY, SALES OF CONTROLLED SUBSTANCES, VIOLATIONS INVOLVING ORGANIZED CRIME OR CRIMES CONNECTED WITH ANOTHER ADULT ENTERTAINMENT BUSINESS OR PREMISES_____

_____

_____

_____

_____

_____

_____

7. NUMBER OF ADULT ARCADE DEVICES TO BE LOCATED ON PREMISES_____(IF APPLICABLE)

8. DESCRIPTION (INCLUDING OWNER, MAKE, MODEL, AND SERIAL NUMBER) OF ALL ADULT ARCADE DEVICES? (IF APPLICABLE)_____

_____

_____

_____

_____

_____

_____

9. PLEASE ATTACH A SKETCH OR DRAWING (DRAWN TO SCALE) SUFFICIENT TO SHOW THE LAYOUT OF THE PREMISES CONTAINING ANY ADULT ARCADE DEVICES AND ALL INFORMATION NECESSARY TO DETERMINE WHETHER THE PREMISES COMPLY WITH THE PROVISIONS OF CITY OF LONG BEACH ORDINANCE 805, AND ANY LOCAL, STATE, OR FEDERAL REGULATIONS.

FOR SEXUALLY ORIENTED BUSINESS MANAGER'S OR ENTERTAINER'S LICENSE ONLY

1. STAGE NAME(S), NICKNAME(S), OR ALIAS' USED IN ENTERTAINING_____

_____

_____

2. NAME AND SITE ADDRESS OF EACH BUSINESS AT WHICH YOU INTEND TO WORK AS A MANAGER OR ENTERTAINER_____

_____

_____

3. NAME AND ADDRESS OF EACH EMPLOYER, INDIVIDUAL, OR BUSINESS FOR WHOM YOU WORKED AS AN EMPLOYEE OR INDEPENDENT CONTRACTOR FOR THE THREE (3) YEAR PERIOD IMMEDIATELY PRIOR TO THE DATE OF THE COMPLETE APPLICATION, INCLUDING THE PERIODS OF EMPLOYMENT_____

_____

_____

_____

_____

4. A COMPLETE STATEMENT OF ALL CONVICTIONS, IF ANY, OF THE APPLICANT (OR OWNERS) FOR PROMOTING PROSTITUTION, SEXUAL VIOLATIONS WITH MINORS, SEXUAL ABUSE, RAPE, DISTRIBUTION OF OBSCENITY OR MATERIAL HARMFUL TO MINORS, PERJURY, SALES OF CONTROLLED SUBSTANCES, VIOLATIONS INVOLVING ORGANIZED CRIME OR CRIMES COMMITTED WITH ANOTHER ADULT ENTERTAINMENT PREMISES_____

_____

_____

_____

_____

_____

I _____ UNDER PENALTY OF STATE THE INFORMATION CONTAINED HEREIN IS TRUE UNDER PENALTY OF PERJURY.

Print Name

SIGNATURE_____ NOTARY:

WITNESS_____

BUSINESS NAME_____

FOR OFFICE USE:

BUSINESS LICENSE NUMBER_____

SIC CODE_____

INSPECTION REQUIRED YES ☐ **NO** ☐ **INSPECTION DATE**_____

RECEIPT NUMBER_____

DATE PROVIDED TO CITY COUNCIL_____

TYPE OF LICENSE APPLIED FOR:

_____REGULAR BUSINESS _____DELIVERY BUSINESS _____ITINERANT VENDOR

_____MONTHLY RENTAL _____ SEXUALLY ORIENTED BUSINESS

_____ADULT ENTERTAINMENT MANAGER _____ ADULT ENTERTAINER

_____ADULT ARCADE MANAGER_____ADULT ARCADE DEVICE

REQUIREMENTS THAT CITY STAFF WILL REVIEW ***PRIOR*** TO ISSUANCE OF CITY OF LONG BEACH BUSINESS LICENSE:

_____ PROOF OF STATE BUSINESS LICENSE OR STATE CONTRACTORS LICENSE

_____ PROPER ZONING FOR REQUESTED BUSINESS USE

_____ GREASE TRAP INSTALLED (IF RESTAURANT)

_____ PROOF OF FICTIOUS NAME AND CORPORATION LICENSE (IF REQUIRED)

_____ ADEQUATE WATER AND SEWER ON SITE

_____ ADEQUATE PARKING, INCLUDING HANDICAPPED PARKING AVAILABLE

_____ PAYMENT OF APPLICABLE FEES

_____ BACKGROUND CHECK FOR ADULT USE LICENSE(S)

_____ SKETCH OR DRAWING ILLUSTRATING LAYOUT OF OF THE PREMISES CONTAINING ANY ADULT ARCADE DEVICES (IF APPLICABLE)

_____ VERIFICATION OF INFORMATION BY LONG BEACH POLICE DEPARTMENT FOR ADULT USE LICENSE INFORMATION