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BUSINESS LICENSE AND USE FEE FACT SHEET

Thank you for investing in the City of Long Beach.

Who needs a business license and how do I get one?

Every entity engaged in permanent business in the City of Long Beach must obtain a regular business license from the State of Washington Department of Licensing at <http://www.dol.wa.gov>. There are several types of businesses, entertainers, or employees who must pay annual use fees, or to pay use fees in addition to a State-issued license, as explained in this fact sheet.

How long is a City business license good for; can a license be prorated?

Business licenses are valid for one (1) year. The City does not prorate licenses.

What type of business license should I get?

Regular Business: The most common license, required for any entity 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. *Issued by the State of Washington.*

Delivery Business: Required for any entity engaged in delivering a product or service for legal tender or trade. *Issued by the City.*

Itinerant Vendor: Required for any entity that 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. Generally for those vending at the International Kite Festival or under other restricted conditions by Special Use permit. *Issued by the City.*

Monthly Rental: Required for any entity that rents a unit for a commercial or residential use to another entity. *Issued by the City.*

What use fees may apply to me?

Adult Use/Sexually Oriented: Required for any entity that intends to engage in an adult use or sexually oriented business. *Collected by the City in addition to the State-issued business license.*

Adult Entertainment Manager: Required for any person who manages, directs, administers or is in charge of the affairs and/or conduct of any sexually oriented business; also required for any assistant working with or under the direction of the manager to carry out such purposes. *Collected by the City.*

Adult Entertainer: Required for any person who provides adult entertainment for an adult entertainment premises. *Collected by the City.*

Adult Arcade Manager: Required for any person who manages, directs, administers or is in charge of the affairs and/or conduct of an adult arcade business; also required for any assistant working with or under the direction of the manager to carry out such purposes. *Collected by the City.*

Adult Arcade Device: Required for any device, station, or booth utilized in an adult use Arcade. *Collected by the City.*

Is a City business license transferable?

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

Can I obtain a regular or itinerant business license to sell goods or products along the street on a permanent or semi-permanent basis (such as a hotdog cart or concession truck)?

No. The City of Long Beach prohibits businesses from operating solely in an open air environment on a long-term basis.

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

Perhaps. Each permanent business may have on their own property 200 feet of outdoor vending, dining, or merchandising, and may have more than 200 square feet pursuant to the terms of a Conditional Use permit.

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

Yes, pending availability of space. Outdoor merchandising, vending, or dining for special occasions and festivals may be allowed by the City Council; festival organizers would coordinate with the vendors. This type of vending requires an itinerant business license. Currently, the City Council only permits outdoor vending at the Washington State International Kite Festival, as well as some limited outdoor sales during the Fourth of July and Christmas holidays.

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

Yes. If you transact business at two or more locations, a separate business license is required for each location. Each license must be conspicuously posted at each place of business at all times.

How much must I pay for a business license; or how much are my annual use fees?

Licenses issued by the State:

Regular business: \$125 annually

Licenses issued by the City:

Delivery services: \$50 annually

Itinerant vendor: \$250 per festival or \$50 per day, May 15th through September 15th
\$10 per day September 15th through May 15th, with City Council approval

Monthly rentals: \$20 annually, 1 unit
\$40 annually, 2-5 units
\$100 annually, 6 or more units

Use fees collected by the City:

Adult arcade premise and sexually oriented business: \$1,000 annually (also requires annual State-issued business license)

Adult entertainment manager or assistant: \$400 annually

Adult entertainer: \$400 annually

Adult arcade manager or assistant: \$400 annually

Adult arcade device: \$50 annually per device