



CITY OF NEWCASTLE
CITY CLERK'S OFFICE

13020 NEWCASTLE WAY
NEWCASTLE, WA 98059

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BUSINESS LICENSE APPLICATION

APPLICATION DATE: _____ NEW \$31.00 RENEWAL \$31.00 NON-PROFIT \$0.00

BUSINESS NAME: _____ PHONE: _____

PHYSICAL ADDRESS: _____ CITY/ST: _____ ZIP: _____

MAILING ADDRESS: _____ CITY/ST: _____ ZIP: _____

UBI: _____ OWNERSHIP STATUS: Individual Partnership Corporation

DESCRIPTION OF BUSINESS

TYPE OF BUSINESS

- COMMERCIAL/RETAIL – (C)
 INDUSTRIAL – (I)
 NON-PROFIT – (N): Attach copy of your 501C form
 BUILDER/CONTRACTOR – (B): Attach copy of your Contractors License
 ALARM SYSTEM OPERATOR – (A): Submit Alarm System Operator License Application & fees
 HOME OCCUPATION – (H): Submit Application for Home Occupation/Home Industry Permit

NUMBER OF EMPLOYEES AT THIS LOCATION: _____ PARCEL #: _____

NUMBER OF CUSTOMER/CLIENT VISITS PER WEEK: _____

ARE YOU PRESENTLY DOING ANY OF THE FOLLOWING

- | | | |
|---|------------------------------|-----------------------------|
| 1. Construction or remodeling | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Change of signage | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Installation of Commercial Storage Racks | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Different business use than previous use of space | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Use/storage/discharge of flammable, hazardous or bio-hazardous materials | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

TYPES OF HAZARDOUS MATERIALS

Describe the types of hazardous materials and/or waste used, stored, handled, processed or generated by your business. (For purposes of reporting, hazardous materials are defined as any products within your facility that require a MSDS sheet under OSHA/Worker Right to Know)

Quantities of the above substances are stored at any given time _____ (in pounds)

Continued on next page

I CERTIFY THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT. I UNDERSTAND THAT ANY UNTRUE STATEMENT IS CAUSE FOR DENIAL OR REVOCATION OF MY BUSINESS LICENSE.

Applicant Signature _____
Date

Print Name _____
Date

BUSINESS LICENSE FEES & DEPARTMENTS

Thank you for applying for a Newcastle Business License. All persons, firms or corporations engaging in business within Newcastle City limits are required to register for a City business license before commencing operations. All licenses expire December 31 of the current year. You will receive a license renewal notice each December.

Upon filing, your license application will be routed to various City departments for review. You will not be issued a temporary license during the review process and you should not consider your business registered until the process is complete. You will be issued or denied a business license within 30 days. There is no charge for non-profit organizations who file a 501(c)(3) form with the City. The following criteria may be used during the review:

Finance Department

Identifies all applicable City tax requirements of the proposed business operation as well as additional regulatory licensing needs and determines if state business licensing requirements have been met.

Planning Department

Reviews application for signage, land use, parking, environmental impact and other planning program conformance. Applicants are encouraged to meet with staff to obtain proper parking, signage and setback standards that may apply. To aid in the tracking of economic development, provide the property tax account number issued by the county assessor for the parcel of property where your business is located.

Building Department

Reviews application to determine conformance with International Building Code by reviewing a floor plan and confirming that necessary building permits have been obtained. This review could include building inspection for structural, mechanical or other building safety features required under the Newcastle Municipal codes.

CITY OF NEWCASTLE EXCISE TAX CODES & RATES

- Location Code: 1736
- Retail Sales Rate: 9.5%
- Local Sales Tax Rate: 3%

III LOCAL CITY AND/OR COUNTY SALES AND USE TAX					
Local Sales Tax (Enter applicable rate of tax)					Code 45
Total Taxable Amount must be the same as line 16, column 3, Taxable Amount					
Line No.	Location Code	Taxable Amount	Local Rate	Tax Due City of Co.	
18	1736		.03		
19					
20					
TOTAL TAXABLE				TOTAL	

OFFICE USE ONLY

RECEIVED BY: _____ PAYMENT: Cash Check RECEIPT #: _____
 DATE ISSUED: _____ BUSINESS LICENSE #: _____
 ZONING: _____ HOME OCCUPATION PERMIT #: _____
 ALARM SYSTEM OPERATORS LICENSE #: _____