

City of Des Moines

## General Business License Information

We wish to take this opportunity to welcome you and your business to the community.

1. Des Moines Municipal Code (DMMC) 5.04.020 requires all persons wishing to conduct any business within the City of Des Moines to first secure a license to do so. Each business location shall be deemed a separate business. This applies to all commercial businesses, as well as independent contractors. The operation of two or more businesses at one location will require separate licenses.

All businesses are required to obtain a Washington State Tax Registration (UBI) number, before applying for the City of Des Moines's business license.

2. **Zoning/Permits:** Please check with the Planning Department on zoning, and the Building Department on sign information, building permits and tenant improvements. The City's Planning and Building Departments are located at 21630 11<sup>th</sup> Ave S, Suite D, Des Moines, WA 98198, phone number 206-870-7576.
3. **Ownership Change:** Licenses are not transferrable. A new license is required upon change of ownership, and/or when the primary business being conducted has significantly changed.
4. **License Posting:** Business Licenses are to be displayed in a conspicuous location on the premises by the licensee. A separate business license is required for each branch, establishment or location at which business related activity is conducted.
5. **Relocation:** When a business relocates to another location **within** the City limits, an updated application must be completed indicating the new information.
6. **Health Inspections:** Issuance of business licenses to restaurants, espresso carts, are contingent upon receipt of satisfactory King County Health Department inspections. Call (206)296-4708 to schedule inspections.
7. **Initial Fire Inspections:** Please call South King Fire and Rescue at (253)946-7318 to schedule a fire inspection.
8. **Renewals:** Invoices are mailed the middle of December and payments are due no later than January 31<sup>st</sup>. Licenses expire December 31<sup>st</sup> of each year.
9. **Issuance:** Licenses are generally issued weekly. Incomplete applications will be returned.
10. **Public Record:** A disclaimer stating the information disclosed on the City of Des Moines Business License application is considered to be a public record, pursuant to State of Washington RCW 42.17.260.