

## **BUSINESS REGISTRATIONS and PEDDLER'S PERMITS**

The City of Colville requires that anyone conducting business within the City limits (whether the business is located in the City limits or not) obtain a business registration from the City.

All locations within the City limits will be covered by one business registration provided the application lists each location, business name and Unified Business Identifier (UBI) number.

Exceptions to the business registration requirement include: events such as yard sales, garage sales, lemonade stands, car washes, fundraisers and other such events held on private property; churches.

The Business Registration application must be completed and submitted to:

**Colville Treasurer's Office  
170 South Oak  
Colville, WA 99114**

The business registration fee covers the period from June 1 through May 31.

Notices for business registration renewals are sent out mid-May and are due June 1.

### **Business Registration Fees**

<b>New Registration</b>	<b>\$ 10.00</b>
<b>Renewal</b>	<b>\$ 5.00</b>
<b>Penalty</b>	<b>\$ 5.00/month until paid in full</b>

*A change in ownership of a business requires that the new owner apply for a new registration.*

## **PEDDLER'S PERMITS**

**The City of Colville requires that anyone peddling wares or services within the City limits obtain a peddler's permit.**

The Business Registration application must be completed and submitted to:

**Colville Treasurer's Office  
170 S. Oak  
Colville, WA 99114**

**Peddler's Permit Fee \$ 20.00**

- The peddler's permit fee covers a pre-determined period, not to exceed December 31<sup>st</sup> of any year, which will be reflected on the permit. (Door-to-door peddlers must name an end date at the time of purchase.)
- The peddler's permit must list all locations that the peddler will be selling wares or services.
- A change in location which is not already reflected on the peddler's permit, requires the purchase of an additional peddler's permit.
- Peddlers are not allowed to peddle within the "No Peddling Zone" ([No Peddling Zone Map](#)):

Commencing in the middle of the street at Third Avenue and the alley between Wynne Street and Main Street, south to the middle of Second Avenue, then West to the middle of Wynne Street, then South to the middle of Columbia Avenue, then East to the middle of Oak Street, then North to the middle of Second Avenue, then East to the alley between Oak Street and Main Street, then North to the middle of Third Avenue, then West to the point of commencement.

*Any peddler who fails to obtain a permit before commencing business, or violates the No Peddling Zone, may be subject to civil penalties as detailed in the Colville Municipal Code 1.08.010-1.08.020.*

*Please click below for information about*  
[Washington State Business Licenses](#)

**CITY OF COLVILLE**  
**170 S OAK ST**  
**APPLICATION FOR CITY BUSINESS REGISTRATION**

PLEASE READ CAREFULLY. COMPLETE AND RETURN TO THE TREASURER'S OFFICE.  
PLEASE TYPE OR PRINT THE INFORMATION.

**ZONING APPROVAL IS REQUIRED BEFORE A NEW BUSINESS REGISTRATION SHALL BE ISSUED.**

APPROVAL SIGNATURE \_\_\_\_\_  
CITY PLANNER

**PEDDLER/SOLICITOR**       **NEW BUSINESS**       **RENEWAL APPLICATION**  
**\$20.00**                              **\$10.00**                              **\$5.00 (DUE EACH YEAR BY JUNE 1<sup>ST</sup>)**

NAME OF BUSINESS: \_\_\_\_\_ UBI#: \_\_\_\_\_

BUSINESS OWNER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION (IF AVAILABLE): \_\_\_\_\_

BUSINESS LOCATION: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

PROPOSED DATE OF OCCUPANCY/OPENING: \_\_\_\_\_

**TYPE OF BUSINESS:**

RETAIL                       MANUFACTURING                       FINANCIAL INST.  
 SERVICES                       CONTRACTOR                       OTHER \_\_\_\_\_  
 WHOLESALE

DESCRIPTION OF BUSINESS: \_\_\_\_\_

Number of employees: \_\_\_\_\_ Do you have a fire sprinkler system?     Yes     No

Do you store flammable or hazardous materials?  Yes                       No

Quantity \_\_\_\_\_ Type: \_\_\_\_\_

In case of emergency we will attempt to notify owner, then the following:

Name:	Phone Number:
1.	
2.	

A BUSINESS REGISTRATION IS REQUIRED TO CONDUCT BUSINESS WITHIN THE CITY OF COLVILLE. THIS APPLICATION WILL BE ROUTED TO THE FIRE, POLICE, BUILDING/PLANNING AND WATER/SEWER DEPARTMENTS. CORRECTIVE ACTION MAY BE REQUIRED. ALL BUSINESS SIGNS MUST BE APPROVED BY THE BUILDING & PLANNING DEPARTMENT. ADDITIONAL CITY PERMITS MAY BE NECESSARY BEFORE THE BUSINESS CAN COMMENCE OPERATION. CALL 684-5096 FOR MORE INFORMATION.

*I certify that the information above is true and correct to the best of my knowledge.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

AMOUNT RECEIVED: \_\_\_\_\_ REGISTRATION NUMBER: \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_

ROUTING:    W/S     POLICE     FIRE     B/P     TREASURER'S OFFICE