

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

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

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 31st 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 location not already reflected on the Peddler's permit will require the purchase of an additional Peddler's permit.
- Peddlers are not allowed to sell on public property without first applying for and obtaining a Special Use Permit through the City of Colville Building and Planning Department, located at 170 S. Oak Street.

Any peddler who fails to obtain a permit before commencing business, or is found selling wares on public property, may be subject to penalties as detailed in the Colville Municipal Code 5.04.060 Violation-Penalty.

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
\$20.00

NEW BUSINESS
\$10.00

RENEWAL APPLICATION
\$5.00 (DUE EACH YEAR BY JUNE 1ST)

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