



State of Washington
Business Licensing Service
 PO Box 9034
 Olympia WA 98507-9034
 1-800-451-7985
 business.wa.gov/BLS

City of Vancouver

Requirements and Fee Calculation Instructions

Use these instructions to complete the City Addendum and apply for a City of Vancouver business license.

Applications will be reviewed for approval by City of Vancouver.

For faster service - Apply online

Section A:

All applicants must complete Section A.

Section B:

If your business is physically located inside Vancouver city limits, complete Section B.

If you do not have a physical location inside Vancouver city limits, but you will travel into Vancouver to conduct business, complete Sections A and C.

Calculate the fees for question 1 using the following information.

General Businesses

License Fee: \$200

Employee Fee: \$90 per full-time equivalent (FTE) employee

The minimum number of FTEs is one. The maximum employee fee is \$71,910.00 (799 FTEs)

Fees exemption. If your business’s gross annual income for upcoming 12 months in city is expected to be \$12,000 or less (see question B.4), enter “\$0” under both *License fee amount* and *Total employee fees*.

No fees exemption. If your business’s gross annual income for upcoming 12 months in city is expected to exceed \$12,000 (see question B.4), enter “\$200” under *License fee amount* and enter result of employee fee calculation (see below) under *Total employee fees*.

Employee definition: “Employee” includes pay rolled employees, self-employed persons, sole proprietors, owners, managers, and partners that work in city limits.

Method for Calculating FTEs: Add up all hours to be worked in city (in 12-month period) by all “employees” and divide total by 2,080 hours; then round resulting number to nearest whole number. See examples below.

EXAMPLE 1:	EXAMPLE 2:	EXAMPLE 3:
$\frac{600 \text{ hours}}{2,080 \text{ hours}} = 0.29 \rightarrow 1 \text{ FTE}$	$\frac{6,000 \text{ hours}}{2,080 \text{ hours}} = 2.88 \rightarrow 3 \text{ FTEs}$	$\frac{75,000 \text{ hours}}{2,080 \text{ hours}} = 36.06 \rightarrow 36 \text{ FTEs}$

Note: For help to determine number of “employee” hours, contact Vancouver at 360-487-8410 option 3 or 4.

Exempt Businesses

License Fee: There are NO fees for exempt businesses. Enter the total number of employees in the appropriate space, but enter \$0.00 in all fee boxes.

Nonprofit Businesses

If your nonprofit organization qualifies for at least one city [nonprofit employee fee exemption criterion](#) and you attach a copy of its IRS 501(c) tax exempt certificate letter to the application.

License Fee: \$200

Employee Fee: No fee

Section C:

If you do not have a physical location inside Vancouver city limits, but you will travel into Vancouver to conduct business, complete Section C. Also, use Section C to request a license for other cities to which you will travel to do business, but are not physically located there.

If your business is physically located inside Vancouver city limits, complete Sections A and B.

General Businesses

License Fee: Determined by gross income and number of employees (FTEs) who work within the city limits of Vancouver.

NON-RESIDENT FEE CALCULATION	
Reported Gross Income	License Fee
\$0 through \$12,000	No Fee
Above \$12,000	\$200 + \$90 per FTE

Exempt Businesses

License Fee: There are NO fees for exempt businesses. Enter the total number of employees in the appropriate space, but enter \$0.00 in all fee boxes.

Nonprofit Businesses

If your nonprofit organization qualifies for at least one city [nonprofit employee fee exemption criterion](#) and you attach a copy of its IRS 501(c) tax exempt certificate letter to the application.

License Fee: \$200
Employee Fee: No fee