

# Licensing Checklist

## 1. Zoning requirements verified.

My business is in zone: \_\_\_\_\_.

## 2. Determined business ownership structure.

My business is a(n): \_\_\_\_\_.

## 3. Applied for Unified Business Identifier.

UBI#: \_\_\_\_\_.

## 4. Applied for City of Pasco endorsement through the WA State Department of Revenue.

Date applied: \_\_\_\_\_.

## 5. Fees paid.

(City endorsement fees are due annually.)

## 6. Application reviewed.

(May take 14-30 days.)

## 7. Inspection(s) passed.

## 8. City endorsement received.



City of  
**Pasco**  
Washington

# NOTES

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## Types of Business Licenses

- Commercial Business License
- General Business License
- Home Occupation License
- Non-Residential Business License
- Residential Rental Business License
- Solicitor Business License
- TNC - Taxi/Drivers Business License
- Under-Threshold Business License  
(Annual Income Less Than \$2,000)



# Business Licensing Guide



## Do I Need A Business License?

Does my business make more than \$2,000 annually?

Is my business a home occupation business?

Do I own & rent out a residential property?

Do I have employees?

Does my company perform business in Pasco?

*\*Please note some businesses may require additional licenses, paperwork or fees.*

## How do I get started?

Applying for a city endorsement is easy!

### STEP 1 CHECK THE ZONING & PERMITTED USES OF THE BUSINESS LOCATION.

Business zoning requirements are listed within the PMC, Section 25 which can be found at:  
<https://pasco.municipal.codes/>.

To check the zoning for your business, visit:  
<https://data-cityofpasco.opendata.arcgis.com/>

### STEP 2 DETERMINE YOUR OWNERSHIP STRUCTURE.

Corporation (CORP) - Partnership - Limited Liability Company (LLC) - Sole Proprietorship - Non-Profit - Trust - Association

Your business structure depends on your interests & needs. Contact an attorney, accountant, financial advisor, or other business or legal advisor to determine which structure is most suitable for your business. Visit: [dor.wa.gov](http://dor.wa.gov) for more information.

### STEP 3 OBTAIN A UNIFIED BUSINESS IDENTIFIER (UBI).

Visit: [www.sos.wa.gov](http://www.sos.wa.gov) for: INC, LLC, PLLC.

Visit: [www.dor.wa.gov](http://www.dor.wa.gov) for: Sole Proprietorships & Partnerships.

### STEP 4 ADD A CITY OF PASCO ENDORSEMENT.

Visit: [www.dor.wa.gov](http://www.dor.wa.gov) to add a city endorsement.



## Licensing Contacts

**CITY OF PASCO BUSINESS LICENSING**  
(509) 543-5721  
[businesslicense@pasco-wa.gov](mailto:businesslicense@pasco-wa.gov)

**WA DEPARTMENT OF REVENUE**  
(509) 987-1201  
[www.dor.wa.gov](http://www.dor.wa.gov)

**WA SECRETARY OF STATE**  
(360) 902-4151  
[www.sos.wa.gov](http://www.sos.wa.gov)

**DEPT OF LICENSING**  
(509) 734-7130  
[www.dol.wa.gov](http://www.dol.wa.gov)

**DEPT OF LABOR & INDUSTRIES**  
(509) 735-0100  
[www.lni.wa.gov](http://www.lni.wa.gov)

