



FOR-HIRE BUSINESS LICENSE APPLICATION INSTRUCTIONS

STEP 1. Contact WA State Dept. of Revenue

Master Business License and UBI Tax Number
1657 Fowler St. Richland. 509-987-1201

STEP 2. Contact Other Agencies if needed (partial list):

WA State Contractor's License

WA State Dept. of Labor & Industries 4310 W 24th Ave. Kennewick. 509-735-0100

Daycare License

Dept. of Children & Family Services 112 N Edison St. Kennewick. 509-734-4315

Food/Beverage Permits

Benton Franklin Health Dept. 7102 W. Okanogan Pl. Kennewick. 509-460-4200

WA State Liquor License

Liquor Control Board Application at any State Liquor Store Pasco 360-664-1600

Other State Business Licenses

Department of Licensing Olympia. 360-664-1400

STEP 3. Complete City Application.

Complete In-City Business License application and return with required attachments as noted on application to Customer Service.

STEP 4. City Review Process.

The application will be reviewed and business inspected by the City and when all requirements are met Customer Service will issue a Business License. You cannot conduct business until your business license has been issued.

Upon issuance of the license you may open your business.

Questions?? Call Customer Service at 545-3488

KEEP THESE INSTRUCTIONS FOR FUTURE REFERENCE



5.45.020 GENERAL PROVISIONS. The provisions of this chapter shall apply whether or not the Operator's business office is located within the City of Pasco. Unless otherwise specified, the City Clerk shall administer the provisions of this chapter.

5.45.040 OPERATOR'S VEHICLE LICENSE. No For-Hire Vehicle shall be used in the City unless such vehicle is licensed pursuant to Section 5.45.050 hereof.

5.45.050 OPERATOR'S VEHICLE LICENSE - ISSUANCE. The City Clerk shall, upon finding the applicant has met the requirements set forth in this chapter, issue the applicant an Operator's Vehicle License for its For-Hire Vehicles. The annual fee for each License issued shall be as set forth in Chapter 3.07 of this code per vehicle. The maximum annual license fee will be as set forth in Chapter 3.07 of this code for annual vehicle licensing, regardless of the number of vehicles licensed. Each Vehicle License shall bear a serial number and a brief description of the vehicle Licensed, the name and address of the Operator, and the Operator's state License number, in addition to the License required pursuant to section 5.45.060. (Ord. 3858, 2008; Ord. 3560 Sec. 37, 2002; Ord. 3335 Sec. 2, 1998.)

5.45.140 FOR-HIRE VEHICLE CONDITION - INSPECTION. All vehicles operating under authority of this chapter shall be annually inspected by a certified mechanic acceptable to the Chief of Police, ensuring that each For-Hire Vehicle is clean, properly equipped and in a safe operating condition. With regard to each vehicle inspected, the inspector shall certify that:

- A) All lights and reflectors are operable;
- B) All turn signals are operable;
- C) Wiring is in good condition;
- D) Battery is in good condition and is properly secured;
- E) Vehicle brakes are in good condition;
- F) Parking brake is in good condition;
- G) All windows (including windshield) are in good condition;
- H) All windows are operable (open and close);
- I) Windows are not obstructed;
- J) Fuel tank does not leak, and is in good condition;
- K) Fuel lines are in good condition;
- L) Tires are in good condition;
- M) Heater is operable;
- N) Windshield wipers are operable;
- O) Defroster is operable;
- P) Speedometer is operable;
- Q) Exhaust system is in good condition;
- R) Floor is free of holes and openings; and
- S) Seat belts are operable and in good condition.



5.45.170 FARES. A) There shall be conspicuously displayed in each For-Hire Vehicle, and at such other places as may be required by the City, a schedule of fares to be charged for conveying passengers within the City.

B) An Operator or Driver shall charge no more than the scheduled fare. Each Operator shall maintain a current fare schedule on file with the City Clerk.

C) Fares shall be determined on an hourly basis or by metering. If fares are metered, meters shall be annually calibrated by the meter's authorized representative and a copy provided to the City Clerk upon license renewal.

5.45.150 INSURANCE. Each Operator and Driver must maintain, during the term of a License or Permit, as the case may be, insurance or a bond as prescribed by RCW 46.72.

3.07.050 BUSINESS LICENSES:

A)	License Base Fee (include 1 st 3000 sq ft)	\$75.00	5.04.130
C)	Square Footage Fees (ea inc. of 3000)	\$30.00	5.04.140
D)	Outside Area Charges	\$50.00	5.04.150
G)	Business Located Outside city limits	\$75.00	5.04.160
BB)	For-Hire Vehicles (maximum of \$500.00) – per vehicle	\$50.00	5.45.050
	2) Operator's License – Vehicle Transfer	\$5.00	5.45.070

RCW 46.72.160

Local regulation.

Cities, counties, and port districts may license, control, and regulate all for hire vehicles operating within their respective jurisdictions. The power to regulate includes:

- (1) Regulating entry into the business of providing for hire vehicle transportation services;
- (2) Requiring a license to be purchased as a condition of operating a for hire vehicle and the right to revoke, cancel, or refuse to reissue a license for failure to comply with regulatory requirements;
- (3) Controlling the rates charged for providing for hire vehicle transportation service and the manner in which rates are calculated and collected;
- (4) Regulating the routes and operations of for hire vehicles, including restricting access to airports;
- (5) Establishing safety and equipment requirements; and
- (6) Any other requirements adopted to ensure safe and reliable for hire vehicle transportation service.



For-Hire Business License Application

Date of Application _____ ☐ New Application ☐ Renewal

1. Business Information:

Legal Name _____
(Full Name of Legal Owner of business as registered with Dept of Revenue or Corporate Name registered with WA Secretary of State)

Trade Name (DBA) _____

Type of Business _____

Physical Address _____ City _____ St _____ Zip _____

Mailing Address _____ City _____ St _____ Zip _____

Phone _____ Fax _____ Email _____

☐ Corporation ☐ LLC ☐ Partnership ☐ Sole-Proprietor ☐ Other

UBI# _____ FEIN # or SS# _____

2. Business Owner Information:

Owner's Name _____

Home Address _____ City _____ St _____ Zip _____

Mailing Address _____ City _____ St _____ Zip _____

Phone 1 _____ Phone 2 _____ Cell _____

Fax _____ Email _____

Co-Owner's Name _____

Home Address _____ City _____ St _____ Zip _____

Mailing Address _____ City _____ St _____ Zip _____

Phone 1 _____ Phone 2 _____ Cell _____

Fax _____ Email _____

Emergency Contact Person _____

Home Address _____ City _____ St _____ Zip _____

Mailing Address _____ City _____ St _____ Zip _____

Phone 1 _____ Phone 2 _____ Cell _____

Fax _____ Email _____



3. Additional Info:

Number of Vehicles _____ Number of Employees _____

If the physical location of your business is in the City of Pasco:

Explain all activities that will take place at your business location _____

Building Size _____ sq ft

Number of Parking Spaces _____

Will you have Outside Storage or Display Area ☐ Yes ☐ No

Will you have Automatic Fire Sprinklers ☐ Yes ☐ No

Will you have Burglar or Fire Alarm ☐ Yes ☐ No

3. Required Attachments:

- Legible copy of your Picture ID (New and Renewal)
- Copy of your WA State Master Business License (New and Renewal)
- Copy of WA State For-Hire License for each vehicle (New and Renewal)
- Copy of Registration for each vehicle (New and Renewal)
- Copy of Insurance Certificate for business and each vehicle (New and Renewal)
- Copy of Inspection report for each vehicle (New and Renewal)
- Copy of Meter Calibration Certificate for each fare meter or Copy of current Fare Schedule (New and Renewal)

My Signature below certifies that the information provided on this application and any attachments is true and accurate. I understand my place of business must comply with all City of Pasco codes and ordinances.

Signature

Date