



## CITY OF BLACK DIAMOND

Community Development Dept.

24301 Roberts Drive / PO Box 599  
Black Diamond, WA 98010  
(360) 851-4567

# BUSINESS LICENSE FAQ

## ABOUT BUSINESS LICENSES:

Black Diamond Municipal Code (BDMC) requires all businesses located within the city limits, or who conduct business within the city limits, to be licensed with the City, even if the physical location of the business is located elsewhere.

The City of Black Diamond participates in the State Business Licensing Service (BLS) partnership. This combined licensing system makes it easier to connect state and local requirements in one annual transaction for most businesses. In addition to a General Business License, there are specialized licenses you may need. For a complete list, see the fees section at the end of this document.

## HOW TO APPLY:

To gain a City of Black Diamond business license, you must file a Business License Application (or renewal) with the Washington State Business Licensing Service. Washington State Business License applications and renewals may be filed online or by mail with the State Business Licensing Service.

### Online:

File Online with [My DOR](#)

### By Mail:

Complete the [Business License Application](#) and supplemental forms and mail to:  
Business Licensing Service  
P.O. Box 9034  
Olympia, WA 98507-9034

## EXEMPTIONS:

Pursuant to BDMC Section 2.58.025, business activities exempt from registration, license, and/or license fee requirements include:

1. Any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than \$2,000 and who does not maintain a place of business within the City is exempt from the general business license requirements in this chapter. The exemption does not apply to regulatory license requirements or activities that require a specialized permit.
2. Minors engaged in babysitting, delivery of newspapers, lawn mowing, car washing, and similar activities.
3. Any instrumentality of the United States, State of Washington, or any political subdivision thereof, with respect to the exercise of governmental functions.

## Code References

Business Licenses  
Chapter 2.58 BDMC

Home Occupations  
Chapter 18.54 BDMC

## Resources

Business Licensing Wizard  
How to Apply for a New  
Business License

## Questions?

Planning Division  
Permit Status  
WA State Dept. of Revenue

## Business Licensing Service

PO Box 9034  
Olympia, WA 98507  
1-800-451-7985  
[dor.wa.gov](http://dor.wa.gov)  
[BLS@dor.wa.gov](mailto:BLS@dor.wa.gov)

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4. All special event organizers or vendors operating at any authorized special event so long as each vendor is registered with the event coordinator and has a valid state business license.
5. Nonprofit organizations, including but not limited to religious, civic, charitable, benevolent, nonprofit, and cultural or youth organizations are required to obtain a city business license but are exempt from paying the city's licensing fees.
6. Any farmer, gardener, or other person who sells, delivers, or peddles any fruits, vegetables, berries or any farm produce or edibles raised, gathered, or produced by such person within the state.
7. Any individual in possession of a valid direct retail endorsement, as established in RCW 77.65.510, to sell, deliver, or peddle any legally harvested retail-eligible species, that is caught, harvested, or collected under rule of the Department of Fish and Wildlife by such a person at a "temporary food service establishment," as that term is defined in RCW 69.06.045.
8. Businesses subject to the city's utility tax as set forth in Chapter 5.08 BDMC.
9. Businesses exempt from local business licensing requirements under state or federal law.

## **FEES:**

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Application and renewal fees for a city business license shall be based on the current fee schedule adopted by the city. The renewal fee may be prorated to accommodate the license term established under BDMC 2.58.040. The city's license fees are in addition to any other license or handling fee collected by the BLS. The license fees established by this section do not apply to the list of exemptions above.

Type of Business License	Fee
Regular Business License	\$70 initially, \$60 for annual renewal
Utility Business License	\$60 annually
Temporary Business License (30 days; maximum two per year)	\$15
Duplicate Business License	\$10 per copy
Relocation/reissue (if business moves)	\$10
Business Reinspection Fee (as needed)	\$75
Solicitors and mobile vendors	\$70 annually
Solicitors and mobile vendors – temporary (30 days)	\$50
Adult entertainment (per establishment)	\$1,000
Adult entertainment operator license (per establishment)	\$100
Adult entertainment employee's license	\$50

Other fees that may include state tax registration and registering your business name as a trade name.