



TEMPORARY BUSINESS LICENSE APPLICATION

BUSINESS INFORMATION

Name: _____
Address: _____
City/State/Zip: _____
Phone: _____
State License Number: _____

APPLICANT INFORMATION

Name: _____
Address: _____
City/State/Zip: _____
Phone: _____
E-mail: _____

GENERAL INFORMATION

1) Owner of the services, goods, wares or merchandise to be solicited:

Address:

2) Please list the owner(s) / officer(s) or their registered agent of the Temporary Business:

Name	Address	Phone
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3) Beginning Date you will be conducting business within the City (the business license will terminate thirty consecutive days from this date):

4) Specific days and times the business will be open:

5) Please give a detailed narrative and/or drawings of any structures to be place upon the premises in connection with the business:

RULES AND REGULATIONS

Temporary Business License

- This application must be submitted to the City at least ten days prior to engaging in business activities.
- Applicant must submit a written rental or lease agreement with the legal owner of the premises upon which the business shall be located, if applicable.
- It may be required that the applicant obtain a land use permit pursuant to the Lake Stevens Municipal Code, Title 14. You will need to contact our Planning Department to decide if one is required.
- This Temporary License will be valid for 30 days at a fixed location, from the date of approval from the City Clerks Office. It may be renewed by paying the applicable license fee as set by resolution. However, in no event shall a temporary business operate within the City for more than sixty days, whether consecutive or nonconsecutive, within any calendar year.
- Any person granted a Temporary Business License shall exhibit their license at the request of any prospective customer or law enforcement official.
- Please use the proper City of Lake Stevens Sales Tax Number when reporting to the Department of Revenue, that number is 3109.