



City of Roslyn
Business License Application Form
 100 E. Pennsylvania Ave - P.O. Box 451
 Roslyn, Wa. 98941-0451
 (509) 649-3105

Calendar Year _____ New Application Renewal Transfer

This application has 5 sections to it. Everyone MUST fill out section 1 with your business information. Section 2 should be filled out by anyone who has amusements as part of their business. Section 3 should be filled out by anyone who has admissions charges (cover charge/ticket sales/etc.) as part of their business. Section 4 should be filled out by anyone who operates a vacation rental. Section 5 is where you will find the fees that need to be paid with this application.

SECTION 1 – Business Information (RMC 5.05) – REQUIRED FOR ALL

Full Name of Business: _____

Nature of the Business: _____

Does your Business operate any Vehicles with a GVW of 26,000 lbs or more? Yes No

Are there Hazardous Materials Present? _____ If Yes, Type of Materials: _____

Business Owner: _____ Contact Person: _____

Business Physical Address: _____

Business Mailing Address: _____

Business phone: _____ Email address: _____

Washington State Dept. of Revenue Number: _____

Contractor's Number (if a contractor): _____

Property Owner (if different from above) Name & Address: _____

_____ Phone: _____

SECTION 2 – Amusements/Entertainment Information (RMC 5.05, Article III & IV)

Please check the boxes and indicate the number of each on the line provided. See Section #6 for fees (last page of the application).

- Billiard, Pool, or Card Tables.....\$12
- Cabaret (Dancing, live music, singing, live shows, movies).....\$25
 Cabaret licenses apply to places of business wherein alcoholic beverages are sold, offered at, or exposed for sale.
- Multiple Coin Machine\$25
 Any coin-operated device for the playing of which coins, trade checks, or slugs having a value greater than \$0.05 may be inserted.
- Music Machine.....\$12ea
 Any electrical or mechanical machine or device designed to be operated for the recording or reproduction of human voice, music or any sound whatsoever (ex: juke box)
- Nickel Machine\$20ea
 Any coin-operated device for the playing of which coins, trade checks, or slugs having the value of \$0.05 or less may be inserted.

Section 2 continued on next page

Section 2 Continued

- Pinball Machine \$12
- Shuffleboard \$20ea
- Skill Table \$12ea

Any miniature bowling table or any similar table or device for the playing of similar games of skill, offered for hire, or for which a charge is made for the privilege of playing.

Stickers for each machine/device will be provided upon payment of fees. These stickers must be affixed to each machine as labeled.

SECTION 3 – Admissions (RMC 3.45)

Does your business charge admissions (ticket sales/cover charges/etc.)?

- Yes, all the time
- Yes, for certain events
- No

The City of Roslyn has a 5% admissions tax that is levied upon any person who pays an admissions charge to any place not exempted in RMC 3.45.030.

If your business charges admissions you should also be collecting the 5% tax (similar to a sales tax it is a consumer’s tax). You also need to have the following posted at the entrance to your business or ticket office (sell tickets on-line, then your website becomes your ticket office):

Admissions Charge.....\$
 City Admissions Tax\$
 Total Price.....\$

The tax imposed shall be collected at the time the admissions charge is paid by the person seeking admission to any place and shall be reported and remitted by the person receiving the tax to the clerk in quarterly installments. If you have marked “Yes” above you will receive the required reporting forms with your business license.

SECTION 4 – Vacation Rentals (RMC 18.140.040)

A Vacation Rental is a dwelling unit that may be rented for a short term or vacation use not to exceed 30 days. Property owners must obtain their own business license separate from a manager’s license in order to operate a vacation rental.

Vacation Rental Owners are required to also register with the Department of Revenue who oversees the collection of taxes due. Please visit their website for more information: <http://dor.wa.gov>.

The following information and attachments are required to operate a vacation rental within the Roslyn City limits. Yearly reports are also required and forms will be sent with your business license.

Owner Information:

Property Owner(s)_____

Mailing Address:_____

Home Phone #:_____ Cell Phone#:_____

Email Address:_____ Parcel #:_____

Physical Address of Rental:_____

Section 4 Continued

Manager Information (Required if Owner's are not full time residents of Roslyn):

Property Manager Name: _____

Manager Mailing Address: _____

Manager Phone #: _____ Manager Cell #: _____

Manager email address: _____

Emergency Contact Info (use a separate sheet of paper if you wish to list more than 1):

Name: _____

Phone #: _____ Cell Phone #: _____

Email: _____

Physical Address: _____

Inspections:

Safety Inspection Done By: _____ Date: _____

Maximum Capacity for overnight guests: _____

Site Information:

Of Off Street Parking Spaces (including those in a garage): _____

Are any of the parking spaces being used for something other than the vacation rental?

Yes, how many & what for _____

No

Refuse & Recycling Facilities/Plan: _____

Required Attachments

Certificate of Inspection Certificate of Insurance

Site Plan, Please draw a site plan of your property showing the following (both existing & planned):

- Location of off-street parking
- Refuse & recycling facilities
- Emergency shut-offs
- On-site amenities
- Entrances
- Structures
- Property Lines
- Streets & Alleys
- Points of Access (vehicular & pedestrian)
- Walls & Fences
- Nearest Fire Hydrant

List of Names & Mailing Addresses for Properties within 100 feet of vacation rental

SECTION 5 - Fees

Mail completed forms & payments to:

City of Roslyn
PO Box 451
Roslyn WA 98941

Check the boxes that apply and enter the amounts to the right and submit the total due:

All amounts listed are per calendar year

Business License (All Applications):

- 1-5 Employees..... \$50.00 _____
- 6-10 Employees..... \$100.00 _____
- 11 + Employees..... \$200.00 _____
- Transfer Fee* \$25.00 _____

*An original business license for the current calendar year must have been purchased by previous owners

Section 5 Continued

Amusements:

- Billiard, Pool, or Card Tables..... \$12.00_____
- Cabaret \$25.00_____
- Multiple Coin Machine # _____ X \$25.00_____
- Music Machine(s)..... # _____ X \$12.00_____
- Nickel Machine(s)..... # _____ X \$20.00_____
- Pinball Machine \$12.00_____
- Shuffleboard(s)..... # _____ X \$20.00_____
- Skill Table(s)..... # _____ X \$12.00_____

Vacation Rental:

- Vacation Rental Initial Application..... \$250.00_____
- Vacation Rental Renewal (must have had a permit for prior year) \$50.00_____

Add amounts from page 3 & 4 – **Total Due \$** _____

For Office Use Only:

Date Paid: _____	Receipt #: _____	
Bus. License \$: _____	Vacation Rental \$: _____	Amusement Fee \$: _____
New Businesses located in Roslyn, Date Approved By Council: _____		
Planning Department Approval (initial & date): _____		
Finance/Clerk Department Approval (initial & date): _____		
Fire Department Approval (initial & date): _____		
Public Works Department Approval (initial & date): _____		
Business License #: _____	Date Mailed/Delivered: _____	By: _____
# of Amusement Stickers Issued: _____	Date Mailed/Delivered: _____	By: _____
Vacation Rental #: _____	Date Mailed/Delivered: _____	By: _____
If Required:		
Admissions Tax Forms Sent: _____	Date Mailed/Delivered: _____	
Vacation Rental Reporting Forms Sent: _____	Date Mailed/Delivered: _____	

Please return completed form and any additional information to:
City of Roslyn
100 E Pennsylvania Ave.
P.O. Box 451
Roslyn WA, 98941-0451