



STATE OF WASHINGTON  
**DEPARTMENT OF REVENUE**  
OFFICE OF THE DIRECTOR

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December 28, 2021

**TO:** The Honorable Mark Mullet, Chair  
The Honorable Perry Dozier  
Business, Financial Services & Trade Committee  
Washington State Senate

The Honorable Cindy Ryu, Chair  
The Honorable Matt Boehnke  
Community & Economic Development Committee  
Washington State House of Representatives

Keith Phillips, Policy Director  
Office of the Governor

**FROM:** Vikki Smith, Director   
Washington State Department of Revenue

**SUBJECT:** 2021 State Agency Business Licensing Information Report

The Department of Revenue is submitting this report to the Legislature and Governor as required by [RCW 19.02.055](#). This law directs 24 state agencies to provide the Department's Business Licensing Service with essential information about each agency's business licensing requirements and to update that information each year. The agencies are directed to provide detailed information, including:

- A listing of all business licenses issued by the agency.
- A description of the persons and activities for which the license is required.
- The duration of the license and any issuance or renewal requirements.

Each agency must certify annually to the Department that the licensing information the agency has provided is complete and current or submit a progress report and explanation. The Department must compile the information and submit an aggregate report to the Legislature's

economic development committees and the Governor by January 1 of each year. Included with the attached report is an appendix in a spreadsheet format, which includes information provided by the responding agencies.

If you have any questions or need the report in an alternate format, please contact Steve Ewing, Legislative and External Affairs Liaison, Executive Division, at (360) 534-1545 or [SteveE2@dor.wa.gov](mailto:SteveE2@dor.wa.gov).

#### Attachment

cc: Members, Senate Business, Financial Services & Trade Committee  
Members, House Community & Economic Development Committee  
Brad Hendrickson, Secretary, Washington State Senate  
Bernard Dean, Chief Clerk, Washington State House of Representatives  
David Schumacher, Director, Office of Financial Management  
Drew Shirk, Executive Director, Legislative Affairs, Office of the Governor  
Roselyn Marcus, Assistant Director, Office of Financial Management  
Rachel Knutson, Budget Coordinator, Office of Financial Management  
Cheri Keller, Senior Budget Assistant, Office of Financial Management



# 2021 State Agency Business Licensing Information

December 2021  
Washington State Department of Revenue

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## Summary

The Department of Revenue (Department) is submitting this report to the Legislature and Governor in response to RCW 19.02.055, enacted in 2013.

This law is intended to promote economic development by providing licensing information to businesses. With that goal, the law directs 24 state agencies to provide the Department's Business Licensing Service with updated information about each agency's business licensing requirements annually.

Each agency is directed to provide detailed information including:

- A listing of each business license issued by the agency;
- A description of the persons and specific activities for which the license is required;
- The time period for which the license is issued and any issuance, renewal, or reissuance requirements; and
- Other information the Department determines necessary to implement this section, including links to the licensing information, application, and instructions on the agency's web site, if available.

Each agency must certify annually to the Department that the licensing information the agency has provided is complete and up-to-date or submit a progress report and explanation. The Department must compile the information and submit an aggregate report to the Legislature and Governor by January 1st of each year.

# Background

## Business Licensing Service

The state's Business Licensing Service (BLS), part of the Department of Revenue, is the state's primary business licensing portal. First established in the 1970s as the Master License Service at the Department of Licensing, the Legislature transferred the program to the Department of Revenue in 2011. As originally envisioned, BLS was intended to provide a convenient, accessible, and timely one-stop service for the business community to acquire and maintain the necessary general business licenses to conduct business.

BLS is a one-stop business licensing and renewal service for many businesses. For example, a sole proprietor grocery store opening in Richland that registers through BLS can comply with multiple agencies' requirements at once. Using BLS, it can:

- Register with the Department of Revenue, Department of Labor & Industries, and the Employment Security Department,
- Register as a lottery retailer with the State Lottery,
- Obtain retail liquor licenses and cigarette and vapor permits from the Liquor and Cannabis Board,
- Register scales with the Department of Agriculture, and
- Obtain a business license from the city of Richland.

As state and city partnerships continue to grow, BLS becomes a one-stop destination for many more businesses. Currently, BLS offers more than 300 licenses from 9 state agencies and over 190 cities using a single, combined application process. BLS is one of the very few systems in the country that allows a business to register with state agencies and get city licenses using the same system.

## Collecting the Information

In 2021, the Department contacted the participating state agencies and asked them to certify that the licensing information submitted in 2020 was still correct, or to provide updates. All 24 agencies provided the Department with this information.

### Questions to Participating Agencies

The participating state agencies answered these questions:

- What is the license name?
- What is the purpose of the license?
- What is the process for submitting the application?
- Where is the application available?
- What is the average time between application and license issuance?
- What are the fees associated with this license?
- Does this license need to be renewed? How often?
- Are there online resources for businesses?
- Is this license available through the Business Licensing Service (BLS) program?

## Participating Agencies

All 24 agencies responded to the Department with the required information. They are:

- Board of Accountancy
- Department of Agriculture
- Department of Archaeology and Historic Preservation
- Department of Children, Youth, and Families
- Department of Ecology
- Department of Financial Institutions
- Department of Fish and Wildlife
- Department of Health
- Department of Labor & Industries
- Department of Licensing
- Department of Revenue
- Department of Social and Health Services
- Department of Transportation
- Employment Security Department
- Gambling Commission
- Horse Racing Commission
- Liquor and Cannabis Board
- Office of the Insurance Commissioner
- Secretary of State
- State Lottery
- Student Achievement Council
- Utilities and Transportation Commission
- Washington State Patrol
- Workforce Training and Education Coordinating Board



## Online Integration

The Department integrated the information provided by the state agencies into its online Business Licensing Wizard, available on the Department's website: *dor.wa.gov*.

The Business Licensing Wizard is an interactive online resource that takes the user through a series of questions to determine the various business licenses needed. The Wizard currently includes information and contacts for hundreds of business activities, extending to most cities and every county in Washington.

By consolidating the information gathered from the 24 agencies and from city partners into the Wizard, the Department has created a more comprehensive online resource for businesses to determine the licenses they need in the state of Washington. After a business steps through the questions in the interactive Wizard, they are presented with a guide sheet that includes detailed information and instructions about the licenses they need, along with contact information for non-partner jurisdictions, to help them get set up correctly. The business may retain a copy of the Wizard guide sheet by sending it to an email address. They may also use the information they entered into the Wizard to pre-populate some of the fields in the online Business License Application.

For an example of a Business Licensing Wizard Guide Sheet, see pages 8-11. The sheet includes a link to the appropriate webpage with more licensing information. An example of an Informational Web Page is shown beginning on page 12.

The Business Licensing Wizard guides the customer through the process of getting all required business licenses, permits, and registrations. This “wizard-type” tool for state and city licensing gives Washington businesses the peace of mind that they have met all of their requirements and are ready to successfully start business.

A complete listing of the information provided by the 24 agencies can be found at:  
<https://dor.wa.gov/registrations-and-filings-required-for-businesses>

## Conclusion

RCW 19.02.055's ongoing requirements will ensure that up-to-date business licensing information for all participating agencies continues to be made available in one place to better serve business needs.

# Business Licensing Wizard Guide Sheet (Example 1)

Washington State Department of Revenue

< Services

Business Licensing Wizard

Activity Structure Employees Physical Location Other Cities Summary

Email Print

### Based on your scenario

Below is your custom list of Washington state license requirements based on the information you provided. **The list is intended to help you prepare to file your Washington State Business License application.**

For contact information for city and state agencies that are not partners with the Washington State Business Licensing Service, see *Additional Resources*.

### Before you apply

You have chosen your business ownership as **Corporation**

**Research business name(s):**

Is anyone else using your business name? To avoid possible infringement on a reserved name, make sure you do a thorough search on all business names you will use:

- For Washington Trademark information, visit <http://www.sos.wa.gov/corps/Trademarks.aspx> or call (360) 725-0344
- Search Department of Revenue's Business Lookup at <http://dor.wa.gov/businesslookup>
- Contact the U.S. Patent and Trademark Office at 1-800-786-9199 or visit <http://www.uspto.gov/>

**Register with the Washington Secretary of State**

You are required to register your corporation or LLC structure with the Washington Secretary of State prior to filing a Washington State Business License Application. Filing with the Secretary of State can be done at <http://www.sos.wa.gov/corps/>

The Secretary of State will issue your business a Washington State Unified Business Identifier (UBI). This UBI is required to complete a business license application.

Washington Secretary of State  
Corporations Phone: (360) 725-0377  
<http://www.sos.wa.gov/corps/>

### Apply for your Washington State Business License

The Washington State Business License Application is used to apply for many state endorsements, registrations, and city licenses.

**You can apply online for ALL of the following items as part of your Washington state business license application.** A \$90 processing fee (nonrefundable) is required to open or reopen a business. For any additional updates, please see [dor.wa.gov/BLSProcessingFees](http://dor.wa.gov/BLSProcessingFees) for applicable fees.

**Tax Registration**

Fee: Tax Registration - No fee  
Trade Name - \$5 per trade name

Average approval time from the date a completed application is received: 5-7 business days.

**Olympia General Business**

Fee: General Business endorsement - \$30  
General Business - Non-Resident endorsement - \$30  
Nonprofit Business endorsement - No fee

Average approval time from the date a completed application is received: 3-5 business days.

Apply Now

### Summary of Information You Provided

+ Expand

### Additional Resources and Requirements

+ Expand

Cancel Previous Next

# Business Licensing Wizard Guide Sheet (cont.)

## Employee Information

You indicated the employee type is: **Adults**

**HIRING EMPLOYEES:** All employers are required to report all newly hired and rehired employees to the Division of Child Support (DCS):

Department of Social and Health Services

Child Support Enforcement Phone: 1-800-562-0479

New Hire Reporting - <https://www.dshs.wa.gov/esa/division-child-support/new-hire-reporting>

You must also retain a completed Federal I-9 form for every employee:

U.S. Citizenship and Immigration Services Phone: 1-800-870-3676

<http://www.uscis.gov/files/form/i-9.pdf>

## Location Information

**BUSINESS AND OCCUPATION TAXES:** Washington cities tax private businesses, municipal, and private utility companies within their boundaries. Contact each city in which business will be conducted.

Please be advised that you should contact any incorporated city or any county in which you perform your work to determine if there are additional licensing or zoning requirements. Additional items you need to inquire about are:

\* A building permit for any construction or modification to a building.

\* The local codes before making or ordering a sign for your business because cities often restrict location, size, etc.

## Additional Resources and Requirements

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### City

You provided the business physical location address: **Olympia (Thurston County) WA**

**BUSINESS AND OCCUPATION TAXES:** Washington cities tax private businesses, municipal, and private utility companies within their boundaries. Contact each city in which business will be conducted.

Please be advised that you should contact any incorporated city or any county in which you perform your work to determine if there are additional licensing or zoning requirements. Additional items you need to inquire about are:

\* A building permit for any construction or modification to a building.

\* The local codes before making or ordering a sign for your business because cities often restrict location, size, etc.

### County

THURSTON COUNTY, WASHINGTON

Business Licensing Inquiries (unincorporated areas only) Phone: (360) 786-5406

<http://www.co.thurston.wa.us/auditor/>

**PROPERTY AND PERSONAL PROPERTY TAX:** You must report your business property, furniture, equipment, supplies, etc., to the assessor of the county in which your business is located.

Thurston County Assessor Phone: (360) 786-5410

<http://www.co.thurston.wa.us/assessor/>

## Business Licensing Wizard Guide Sheet (cont.)

### State

#### DEPARTMENT OF LABOR AND INDUSTRIES:

Phone: (360) 902-5800 -or- 1-800-547-8367  
<http://www.lni.wa.gov/>

#### WASHINGTON STATE DEPARTMENT OF HEALTH:

Health Professions Quality Assurance Division Phone: (360) 236-4700  
<http://www.doh.wa.gov/AboutUs/ProgramsandServices/HealthSystemsQualityAssurance>

**SALES TAX INFORMATION:** If your business provides a service to customers, you may be required to collect sales tax for that service. Contact the Washington State Department of Revenue for further information regarding sales tax.

Washington State Department of Revenue  
Phone: (360) 705-6676 or 1-800-647-7706  
<http://dor.wa.gov/>

#### Reseller Permit

<https://dor.wa.gov/find-taxes-rates/retail-sales-tax/reseller-permits>

See specific licensing requirements:

<https://dor.wa.gov/registrations-and-filings-required-for-businesses/department-revenue>

#### STILL NEED ASSISTANCE?

Go to the Small Business Guide at: [http://www.oria.wa.gov/site/alias\\_oria/345/our\\_business\\_services.aspx](http://www.oria.wa.gov/site/alias_oria/345/our_business_services.aspx)

You will be provided with step-by-step instructions for planning, starting, operating, running or growing your business in Washington State.

### Federal

**FEDERAL TAX NUMBER:** You may need an Employer Identification Number (EIN) also known as federal tax identification number.

Internal Revenue Service Phone: 1-800-829-4933  
<http://www.irs.gov/businesses/small/index.html>

**U.S. COPYRIGHT LAWS:** If you use or intend to use live or recorded music at your place of business, be aware that all music used in this way is protected by U.S. copyright laws. For information contact:

Business Licensing Service Use of Music  
[http://bls.dor.wa.gov/music\\_use.aspx](http://bls.dor.wa.gov/music_use.aspx)

American Society of Composers, Authors and Publishers (ASCAP)

Phone: 1-800-505-4052 -or-

Broadcast Music Incorporated (BMI)

Phone: 1-800-925-8451 -or-

Sesac Incorporated

Phone: 1-800-826-9996.

**AFFORDABLE CARE ACT :** For information or to apply online for medical health care coverage for business owners and employees visit <https://www.healthcare.gov/businesses/>

#### FEDERAL FORMS:

Internal Revenue Service

Phone: 1-800-829-3676 to order Publication 583 - Starting a Business and Keeping Records

Federal taxes may be paid by electronic transfer. In some cases, payment through electronic transfer is mandatory.

Phone: 1-800-555-4477 -or- 1-800-945-8400 for enrollment forms

You may also file some of your federal tax returns electronically.

Phone: 1-800-829-1040 to get information on electronic filing.

# Business Licensing Wizard Guide Sheet (cont.)

## By Mail

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**We recommend you to file online** but if you choose to apply via mail you may download and print the following forms. Mail completed forms to the address listed on each form. Additional forms may be required by regulatory agencies and jurisdictions previously listed. Contact those agencies directly for the forms you may need.

Completed applications received by mail are processed within 30 business days.

| Name   | Count | URL   |
|--|-------|---|
| Business License Application and Endorsement Fee Sheet | 1     | <a href="https://dor.wa.gov/sites/default/files/legacy/Docs/forms/BLS/700028And31.pdf">https://dor.wa.gov/sites/default/files/legacy/Docs/forms/BLS/700028And31.pdf</a> |
| City Addendum  | 1     | <a href="https://dor.wa.gov/sites/default/files/legacy/Docs/forms/BLS/700060.pdf">https://dor.wa.gov/sites/default/files/legacy/Docs/forms/BLS/700060.pdf</a>           |
| City Fee Sheet   | 1     | <a href="https://dor.wa.gov/sites/default/files/legacy/Docs/forms/BLS/700032.pdf">https://dor.wa.gov/sites/default/files/legacy/Docs/forms/BLS/700032.pdf</a>           |

## About this Guide

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The information produced by this system is updated regularly and is provided only as a guide. These results include contact information and business licensing requirements based on the information that has been provided to Business Licensing Service. Legal requirements and regulations change, and neither the Department of Revenue, nor the State of Washington will be held responsible for any omissions or incorrect referrals.

## Informational Web Page (Example 2)

### Department of Revenue

You may be required to have a license, registration, or permit from the list below based on the business activity you selected from the Business Licensing Wizard. For more information, please contact the **Department of Revenue at 360-705-6705**.

▶ Business License Application

▶ Unified Business ID (UBI)

▼ Washington State Reseller Permit

#### **Purpose**

To allow businesses to make qualifying purchases for resale without paying sales tax.

#### **How to submit**

An electronic application can be filed in [My DOR](#). Businesses can request a paper application be mailed to them by calling 306-705-6705.

The application is a brief questionnaire concerning the business activities. It can be filed electronically or a paper application can be faxed or mailed to the Department of Revenue.

#### **Processing time**

The Department has set a goal to process applications within 10 business days, however it may take up to 60 days to process an application.

#### **Fees**

None

#### **License renewal**


Yes. Permits are valid for two or four years, depending on how long the business has been open and whether it actively reports gross income. Permits for all contractors are valid for two years. Permits for all Indian businesses are valid for four years.

#### **Additional resources**

Reseller permits became effective January 1, 2010. Previously, self-issued resale certificates were used and no application was required. The Department automatically renews reseller permits for qualifying businesses 90 days before the permit expires. If the permit is not automatically renewed, the business receives a renewal notice.

Approximately, 65% of permits are automatically renewed. See [Reseller permits](#) for more information.

# RCW 19.02.055: Agency Reporting Requirements



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RCWs > [Title 19](#) > [Chapter 19.02](#) > [Section 19.02.055](#) [Print Version](#) | [\[No disponible en español\]](#)

[19.02.050](#) << [19.02.055](#) >> [19.02.070](#)

**RCW 19.02.055**  
**Agency duties — Information — Certification.**

(1)(a) Each agency required to fully participate in the implementation of this chapter under RCW [19.02.050](#) must provide the department with the name of the agency's coordinator for the purposes of implementing the requirements of this section. Using a format designated by the department, each agency must provide the department with the following information:

- (i) A listing of each business license issued by the agency;
- (ii) A description of the persons and specific activities for which the license is required;
- (iii) The time period for which the license is issued and any issuance, renewal, or reissuance requirements; and
- (iv) Other information the department determines necessary to implement this section, including links to the licensing information, application, and instructions on the agency's web site, if available.

(b) An agency that issues licenses in accordance with (i) national or federal mandates, requirements, or standards; or (ii) educational standards and an examination, may alternatively comply with this chapter by providing the department with a link to its licensing web site, summary information about the licensing requirements or standards in a format or formats designated by the department, and a designated agency contact.

(2) In addition to the requirements in subsection (1) of this section, each agency, by November 1st of each year, beginning November 1, 2013, must provide the department with certification on a form designated by the department that all business licensing information submitted by the agency is complete and up-to-date. If an agency has not submitted all the business licensing information required under this section, the agency must instead submit a progress report and explanation to the department.

(3) The department must compile the information submitted by each agency, and submit an aggregate report to the governor and the economic development committees of the legislature by January 1st of each year, beginning January 1, 2014.


[2013 c 111 § 2.]

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- \* Find Your Legislator
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- \* Agendas, Schedules and Calendars
- \* Bill Information
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**Outside the Legislature**

- \* Congress - the Other Washington
- \* TVW
- \* Washington Courts
- \* OFM Fiscal Note Website

  
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Official State Government Website

| Agency                    | License Title                                | Purpose  | How to Submit   | Application  | Processing Time  | Fees  | License Renewal   | Related Online Resources and Comments  | Is this license available through BLS? |
|---------------------------|--|--|---|--|--|---|---|--|--|
| Board of Accountancy      | CPA Firm Registration                        | A CPA firm shall must obtain a firm license issued by the Board if the firm is operating a home office in this state and offering or performing for a client within Washington State, attest or compilation services per RCW 18.04.025 (1) and/or (6) including, audits, reviews, or examinations of prospective financial information in accordance with Public Company Accounting Oversight Board (PCAOB) and/or in accordance with other applicable professional standards issued by a national or international standard setting body recognized by the WA Board of Accountancy (the Board); including the AICPA and International Accounting Standards Board (IASB) (RCW18.04.195). A CPA firm operating in Washington State that does not perform or offer to perform attest or compilations service, but does provide other services included in the definition of public accounting per RCW 18.04.025 (18) does not need to obtain a firm license from the Board, but may need to obtain a business license from the Washington State Department of Revenue to operate within Washington State. Out of state firms operating under the mobility privileges of RCW 18.04.195 (iii) (A) through (D) do not need to obtain a firm license from the Board, but may need to obtain a business license from the Washington State Department of Revenue to operate within Washington State. | Step 1: Register through the Business Licensing Service (BLS) to ensure compliance with all applicable non-professional Washington state registrations. The BLS will provide a link to the Board of Accountancy online firm registration application. A paper form will be provided upon request to the board through customerservice@acb.wa.gov. Step 2: Submit a complete firm license application online using Secure Access Washington (SAW). The application must be submitted by an owner or designee or, in the case of an out-of-state firm, an authorized out-of-state individual qualified for practice privileges. Submit the completed application and all applicable fees. WAC 4-30-114. | CPA Firm Registration  | Processing time can vary based on the completion of an application and the amount of application received. Some firm names may require a Board approval, which can cause a delay in processing time. Most applications can be processed within one or two business days. | \$300 - initial license \$230 - Renewal   | A firm license will expire on June 30 of the third calendar year following the calendar year of initial licensure.  | A paper form will be provided upon request to the board through customerservice@acb.wa.gov. An online application and payment system is available at Secure Access Washington (SAW). A firm application cannot be processed online (or evaluation if submitted by paper) until all requested information or documents and all fees are received at the Board's office. A firm may need to contact other state agencies for additional licensing requirements. Other relevant information is available at Firm Resources. | No                                     |
| Department of Agriculture | Agents License                               | The purpose of chapter 20.01 RCW is to protect producers, buyers, and sellers of agricultural products against illegal practices.  | Complete application and submit with fee to: Washington state Department of Agriculture PO Box 42560 Olympia, WA 98504-2560.  | Agent's License Application                                  | Seven days from completed application.   | \$66  | Valid for one year. Expires Dec. 31.  |  | No                                     |
| Department of Agriculture | Apiary Registration                          | To support research projects beneficial to the apiary industry.  | Mail form to: Department of Agriculture PO Box 42591 Olympia, WA 98504-2591   | Apiary Registration Form                                     | 14 days from complete application.   | \$5 - \$300 - Depending on number of registered hives   | Valid for one year. Renew annually by April 1.  | Apiary Registration Form   | No                                     |
| Department of Agriculture | Bonded Public Livestock Market License       | To ensure the orderly marketing of livestock and to protect people who transfer livestock to markets and sales.  | Complete application and submit to: WSDA PO Box 42589 Olympia, WA 98504-2589  | Bonded public livestock market license                       | Within 30 days of all requirements being met.  | \$2,000 - Initial application \$165 - \$495 (based on the average gross sales volume)   | Valid for one year. Expires March 1.  |  | No                                     |
| Department of Agriculture | Bulk Fertilizer Distribution License         | To allow for distribution of bulk fertilizer in the state.   | Bulk Fertilizer Distributor   | Bulk Fertilizer Distributor                                  | 10 days if processed online. Up to 20 business days if processed by mail.  | \$50 - Per distribution location \$5 cents per ton on fertilizer and 20 cents per ton on lime - inspection  | Valid for one year.   |  | Yes                                    |
| Department of Agriculture | Certified Feedlot License                    | To provide fair and economical methods of cattle identification so that the movement of cattle from producers to the point of slaughter occurs without losing ownership of cattle.   | Apply by submitting application to: WSDA Livestock Inspection Program PO Box 42560 Olympia, WA 98504-2560   | Certified feedlot license                                    | 30 days to complete application and inspection.  | \$935   | Valid for one year. Expires June 30.  |  | No                                     |
| Department of Agriculture | Christmas Tree Growers License               | To support research aimed at protecting and enhancing the Christmas tree growing industry.   | Create an account online and submit electronically.   | Plant Inspection Services & Certification Electronic System  | On average, license issued within three days upon receipt of application and fee payment.  | \$40 - Annually \$3 - Per acre assessment (not to exceed \$5,000)   | Valid for one year. Expires January 31.   | Christmas Tree Grower Licensing  | No                                     |
| Department of Agriculture | Collective Experimental Pesticide Use Permit | To allow experiments involving pesticides that are not registered or that are not allowed by the pesticide label. Permit is issued to research institutions, pesticide registrants, or persons licensed to conduct certain types of small-plot demonstrations and research activities on land they own or control.   | Complete application and submit to: WSDA PO Box 42589 Olympia, WA 98504-2589  | Collective Experimental Use Permit                           | Seven days   | None  | Valid until the stated expiration date on the permit.   |  | No                                     |
| Department of Agriculture | Commercial Applicator License (Pesticides)   | To allow companies to commercially apply pesticides including herbicides, insecticides, fungicides, rodenticides, fumigants, etc.  | Applications completed at time of testing or may be submitted to: WSDA PO Box 42591 Olympia, WA 98504-2591  | Commercial Applicator Pesticide License Application - Form A | Normally seven days after requirements have been met. Two to four weeks during periods of heavy workload.  | \$250 - Application fee (includes one piece of power application equipment) \$27 - Each additional piece of power equipment \$25 - Exam fee Must also meet financial responsibility requirements. | Valid for one year, but part of a five-year re-certification cycle where continuing education credits may be earned. An alternative to re-certification by continuing education is to re-test every five years. |  | No                                     |
| Department of Agriculture | Commercial Feed License                      | To regulate manufacturers, guarantors, and distributors of commercial animal feed.   | Complete application with fee and submit to: WSDA PO Box 42591 Olympia, WA 98504-2591   | Licenses, permits, and certifications                        | The typical "error-free" application is normally processed within four weeks.  | \$50  | Valid for one year. Expires June 30.  |  | No                                     |
| Department of Agriculture | Commercial Fertilizer Registration           | To register fertilizer products for sale in Washington.  | Complete application with fee and submit to: WSDA PO Box 42591 Olympia, WA 98504-2591   | Commercial fertilizer registration                           | The registration is normally issued within 60 business days. Waste-derived or micro-nutrient fertilizers requiring Department of Ecology approval may take up to 120 business days.  | \$150 - per product   | Valid for two years. Expires July 1.  |  | No                                     |
| Department of Agriculture | Commercial Fertilizer Registration Renewal   | To re-register fertilizer products for sale in Washington.   | Complete application with fee and submit to: WSDA PO Box 42591 Olympia, WA 98504-2591   | Commercial fertilizer re-registration                        | The registration is normally issued within 60 business days. Waste-derived or micro-nutrient fertilizers requiring Department of Ecology approval may take up to 120 business days.  | \$120 per product   | Valid for two years. Expires July 1.  |  | No                                     |



| Agency                    | License Title  | Purpose   | How to Submit   | Application   | Processing Time  | Fees  | License Renewal   | Related Online Resources and Comments     | Is this license available through BLS? |
|---------------------------|--|---|---|---|--|---|---|---|--|
| Department of Agriculture | Commercial Operator License (Pesticides)                               | To license employees of companies that commercially apply pesticides including herbicides, insecticides, fungicides, rodenticides, fumigants, etc.  | Applications completed at time of testing or may be submitted to: WSDA PO Box 42591 Olympia, WA 98504-2591  | Pesticide/Pest Inspector License Application                            | Normally seven days after requirements have been met. Two to four weeks during periods of heavy workload.  | \$85 - Application fee \$25 - Exam fee Must be employed by a WSDA-licensed commercial applicator for this license to be valid.    | Valid for one year, but part of a five-year re-certification cycle where continuing education credits may be earned. An alternative to re-certification by continuing education is to re-test every five years. |   | No                                     |
| Department of Agriculture | Commercial Pest Control Consultant (Pesticides)                        | To license persons who provide advice and/or technical assistance to users of non-home and garden pesticides including herbicides, insecticides, fungicides, rodenticides, fumigants, etc.  | Applications completed at time of testing or may be submitted to: WSDA PO Box 42591 Olympia, WA 98504-2591  | Pesticide/Pest Inspector License Application                            | Normally seven days after requirements have been met. Two to four weeks during periods of heavy workload.  | \$75 - Application fee \$25 - Exam fee  | Valid for one year, but part of a five-year re-certification cycle where continuing education credits may be earned. An alternative to re-certification by continuing education is to re-test every five years. |   | No                                     |
| Department of Agriculture | Commercial Weighing and Measuring Devices Registration                 | To provide accurate information, type and locations on the weights and measures devices so inspections may be scheduled and completed.  | Apply online.   | Weighing and measuring devices  | Two days if processed online. Up to 21 days if processed by mail.  | Application fee: \$10 - \$800 (based on type of device)   | Valid for one year.   |   | Yes                                    |
| Department of Agriculture | Commission Merchant Act License  | To protect producers, buyers, and sellers of agricultural products against illegal practices. Applies to commission merchants, dealers, limited dealers, cash buyers, and brokers.  | Complete application online through PISCES and mail fee to: WSDA PO Box 42560 Olympia, WA 98504-2560 OR contact the Commission Merchants program at 360-902-1857. | Commission Merchants Act Licensing Program                              | Seven days from complete application.  | \$605 - Commission Merchant \$605 - Dealer \$335 - Limited Dealer \$405 - Broker \$135 - Cash Buyer \$25 - Per additional license | Valid for one year. Expires Dec. 31.  | Commission Merchant Act Licensing Program | No                                     |
| Department of Agriculture | Controlled Atmosphere License, F&V                                     | To provide evidence that controlled atmosphere storage rooms have been audited by WSDA and qualified as meeting the requirements for controlled atmosphere storage.   | Complete application with fee and submit to WSDA.   | Controlled atmospheric license  | Five business days.  | \$5 per room or a minimum of \$25 per year.   | Valid for one year. Expires Aug. 31.  |   | No                                     |
| Department of Agriculture | Cottage Food Operation Permit  | Allows for non-potentially hazardous food to be made in a domestic kitchen and to be sold directly to the consumer.   | Complete application with fee and submit to: WSDA PO Box 42591 Olympia, WA 98504-2591   | Cottage food operation permit   | Four to 6 weeks.   | \$230   | Valid for one year. Expires one year after permit is issued.  |   | No                                     |
| Department of Agriculture | Custom Slaughter/Custom Meat License                                   | To allow the slaughtering and processing of uninspected meat food animals such as cattle, sheep, goats, and swine for the sole consumption of the owner.  | Complete application with fee and submit to: WSDA PO Box 42591 Olympia, WA 98504-2591   | Custom slaughter/meat license   | Four to six weeks from complete application.   | \$25 - Per endorsement  | Expires each year on June 30.   |   | No                                     |
| Department of Agriculture | Dealer Manager License (Pesticides)                                    | To license those who distribute non-home and garden pesticides at a pesticide dealer business outlet.   | Applications completed at time of testing or may be submitted to: WSDA PO Box 42591 Olympia, WA 98504-2591  | Pesticide/Pest Inspector License Application                            | Normally seven days from requirements being met. Two to four weeks during periods of heavy workload.   | \$45 - Application fee \$25 - Exam fee  | Valid for one year, but part of a five-year re-certification cycle where continuing education credits may be earned. An alternative to re-certification by continuing education is to re-test every five years. |   | No                                     |
| Department of Agriculture | Demonstration and Research License (Pesticides)                        | To license persons who apply experimental or restricted use pesticides to small experimental plots while performing research and at no charge.  | Applications completed at time of testing or may be submitted to: WSDA PO Box 42591 Olympia, WA 98504-2591  | Pesticide/Pest Inspector License Application                            | Normally seven days from requirements being met. Two to four weeks during periods of heavy workload.   | \$50 - Application fee \$25 - Exam fee  | Valid for one year, but part of a five-year re-certification cycle where continuing education credits may be earned. An alternative to re-certification by continuing education is to re-test every five years. |   | No                                     |
| Department of Agriculture | Egg Handler/Dealer License   | To allow the operation of egg production, handling, and sale to wholesalers, dealers, and retailers.  |   | Egg handler dealer  | Ten days if processed online. Up to 20 business days if processed by mail.   | \$30 - First location \$15 - Each additional location   | Valid for one year.   |   | Yes                                    |
| Department of Agriculture | Electronic Cattle Transaction Reporting License                        | To license producers to allow online reporting of change of ownership or out of state movement for electronically individual identified cattle.   | Apply online  | Electronic Cattle Transaction Reporting License. Application is online. | Immediate after fee is paid.   | \$33 per year   | Expires each year on June 30.   |   | No                                     |
| Department of Agriculture | Equine Semen/Embryo Import Permit                                      | To allow equine semen or embryos to be imported into Washington after meeting import testing requirements.  | Complete application and submit to: WSDA PO Box 42560 Olympia, WA 98504-2560  | Equine semen/embryo import permit                                       | 24 hours.  | None  | Valid for one year.   |   | No                                     |
| Department of Agriculture | Experimental Pesticide Use Permit on Terrestrial Sites                 | To allow terrestrial site experiments involving unregistered pesticides, and for all experiments for uses not allowed by pesticide label.   | Complete application with fee and submit to: WSDA PO Box 42589 Olympia, WA, 98504-2589  | Experimental pesticide use permit on terrestrial sites                  | 21 days from complete application.   | None  | Valid from date of approval through date of treatments described in the application.  |   | No                                     |
| Department of Agriculture | Experimental Pesticides Use Permit on Aquatic Sites (one acre or less) | To allow all aquatic site experiments involving unregistered pesticides, and for all experiments for uses not allowed by pesticide label. This permit allows testing on aquatic sites of one acre or less.  | Complete application and submit to: WSDA PO Box 42589 Olympia, WA 98504-2589  | Experimental pesticide use permit on aquatic sites                      | 30 days for a complete application.  | None  | The permit is valid from the date of the department's approval through the stated expiration date, generally one year or less.  |   | No                                     |
| Department of Agriculture | Export Certificate   | To allow the transportation of processed foods into domestic and international markets.   | See Export Certificate information.   | Export Certificates   | Ten business days (with at least three days notice).   | \$75 - Per certificate  |   |   | No                                     |
| Department of Agriculture | Feeding and Grazing Permit (Pasture to Pasture)                        | To allow cattle to move across state lines for grazing, and return to Washington with no change of ownership. Cattle moving interstate under a Feeding and Grazing Permit approved by both states are exempt from a certificate of veterinary inspection. | Complete application with fee and submit to: WSDA PO Box 42560 Olympia, WA 98504-2560   | Feeding and grazing permit (pasture to pasture)                         | The permit requires processing by both states and the department cannot control the time taken by the other state. The average response time by the Washington Department of Agriculture, based on 2015 data, is 1 day providing all requirements have been completed including the processed permit from the other state. | None  | Valid for six months.   |   | No                                     |

| Agency                    | License Title  | Purpose  | How to Submit  | Application                                  | Processing Time   | Fees   | License Renewal  | Related Online Resources and Comments                                  | Is this license available through BLS? |
|---------------------------|--|--|--|--|---|--|--|--|--|
| Department of Agriculture | Food Processing Plant License  | To allow the receiving, storage, processing, packaging, and distribution of licensed food products.  | Complete application with fee and submit to: WSDA PO Box 42591 Olympia, WA 98504-2591  | Food processing plant license                | Four to six weeks.  | \$92 - \$862 - Application fee (based on gross annual sales)   | Expires each year on June 30.  |  | No                                     |
| Department of Agriculture | Food Storage Warehouse License (excluding grain, fruit, or veg.)                   | To allow storage at any premises, establishment, building, room area, facility, or place, in whole or in part, where food is stored, kept, or held for wholesale distribution to other wholesalers or to retail outlets, restaurants, and any such other facility selling or distributing to the ultimate consumer.  | Complete application with fee and submit to: WSDA PO Box 42591 Olympia, WA 98504-2591  | Food storage warehouse license               | Four to six weeks.  | \$200  | Expires each year on March 31.   |  | No                                     |
| Department of Agriculture | Fruit and Vegetable Shipping Permit  | A shipping permit is a document attesting that fruits or vegetables are known to be in compliance with the standards of WSDA fruit and vegetable inspections.  | Complete the application online, and submit to WSDA.   | Fruit and vegetable shipping permit          | Shipping permits are issued the same day they are requested and inspected to meet the applicable commodity grades and standards.  | \$5 - Minimum \$0.20 - Additional fee for apples All charges applicable to the inspection must be either collected at the time of inspection or an account must be arranged by the WSDA.   | Shipping permits are valid for the period of time of fruits or vegetables are in transit to their destination.   |  | No                                     |
| Department of Agriculture | Fruit and Vegetable Shipping Permit and Certificate of Compliance (COC)            | No person may ship, transport, accept for shipment, or accept delivery of any commercial lot of apples, apricots, asparagus, Italian prunes, peaches, pears, or sweet cherries for which a certificate of compliance or a shipping permit has not been issued, except that apples and pears for processing entering in-state commerce are not required to have a certificate of compliance or shipping permit issued. The COC gives shipping clearance from the State of Washington for 7 Commodities covered under the COC Program. | Complete the application online or by paper and submit to WSDA electronically or by designated fax numbers on form.                              | Compliance agreement                         | Certificate of Compliance Agreements are typically issued the same day they are requested. Shipping permits are issued the same day they are requested and inspected to meet the applicable commodity grades and standards. | Certificate of Compliance or Shipping Permits issued for non certified commodity product is charged \$.12333 per cwt, but not less than \$5. For apples, an additional fee of \$.020 is assessed for a pest fee. All charges applicable to the inspection must be either collected at the time of inspection or an account must be arranged by the WSDA. | Shipping permits are valid for the period of time of fruits or vegetables are in transit to their destination. Certificate of Compliance agreements are valid for one year and expire on Aug. 31 of each year. |  | No                                     |
| Department of Agriculture | Hemp Producer License  | To license people to grow hemp in Washington State.  | Complete online application with fee and submit to: WSDA PO Box 42591 Olympia, WA 98504-2591   | Hemp program                                 | Within 30 days of all requirements being met.   | \$1,200 - Single application fee \$200 - Late fee \$200 - License modification fee   | License renewal opens in January with a license expiration of April 30 of the following year.  |  | No                                     |
| Department of Agriculture | Independent Collector License  | To make sure collectors of dead animals for disposal are properly equipped. Also makes sure collectors are licensed to transport dead animals or packing house refuse to a rendering plant.  | Complete application with fee and submit to: WSDA PO Box 42560 Olympia, WA 98504-2560  | Independent collector license                | 15 days.  | \$50   | Valid for one year. Expires June 30.   |  | No                                     |
| Department of Agriculture | License to Feed Garbage  | To allow edible waste, derived from garbage, to be fed to swine.   | Complete application with fee and submit to: WSDA PO Box 42560 Olympia, WA 98504-2560  | License to feed garbage                      | Within 15 days of site inspection.  | \$10   | Valid for one year. Expires June 30.   |  | No                                     |
| Department of Agriculture | Limited Private Applicator License (Only valid in Eastern Washington) (Pesticides) | To license people who apply restricted use herbicides on their own or employer's non-production agricultural land, and in mixed rangeland-timber areas to control weeds designated for mandatory control. Only valid in Eastern Washington.  | Applications completed at time of testing or may be submitted to: WSDA PO Box 42591 Olympia, WA 98504-2591                                       | Pesticide/Pest Inspector License Application | Normally seven days after requirements have been met. Two to four weeks during periods of heavy workload.   | \$40 - Application fee \$25 - Exam fee   | Valid for five years. Continuing education credits may be earned in order to re-certify and renew. An alternative to recertification by continuing education is to re-test every five years.                   |  | No                                     |
| Department of Agriculture | Material Registration Certificate (Organic)  | To verify that input materials manufactured/distributed by the operation are allowed for use in organic production. The certificate is not required to sell organic input materials. Manufacturers making organic compliant products may seek voluntary registration in order to use WSDA material logo.   | Complete application with fee and submit to: WSDA PO Box 42591 Olympia, WA 98504-2591  | Organic input material registration          | 120 days.   | \$500 - Pesticide, spray adjuvant, processing aid, post harvest material, and/or livestock production aid \$400 - Fertilizer, soil amendment, and/or crop production aid   | Valid for one year. Expires Oct. 31.   |  | No                                     |
| Department of Agriculture | Milk Processing Plant License  | To allow dairy operations to process dairy products for each type of milk or milk product.   | Complete application with fee and submit to: WSDA PO Box 42591 Olympia, WA 98504-2591  | Milk processing plant license                | Four to six weeks.  | \$250  | Expires each year on June 30.  |  | No                                     |
| Department of Agriculture | Milk Producer License  | To allow dairy operations to produce, bottle, and sell their product in Washington.  | Complete application with fee and submit to WSDA PO Box 42591 Olympia, WA 98504-2591   | Milk producer application                    | Inspector determines licensing status (approved or denied) at time of inspection. Actual license is received in four to six weeks.  | None   | Until change of ownership or business closing.   |  | No                                     |
| Department of Agriculture | Nursery Dealer License   | To support the fair and orderly trade of horticultural plants in Washington. To help protect the nursery industry and consumer by ensuring horticultural plants offered for sale are free from infestation, are labeled correctly, and are not damaged or dying.   | Apply online to add this endorsement to your business license.   | Nursery dealer                               | Three to four days to receive your nursery license through the mail, and 24 hours for the Department of Revenue to post your license.   | Fees are based on gross sales. \$63 - \$273.60 - Retailer \$138 - \$273.60 - Wholesaler  | Valid for one year.  | Update your business license Eearn more about a Nursery Dealer license | Yes                                    |
| Department of Agriculture | Open Consignment Horse Sale (Special Sale Permit)                                  | To ensure the orderly marketing of livestock, and to protect people who transfer livestock to markets and sales.   | Request application form by phone, email, or in writing and mail to: WSDA PO Box 42560 Olympia, WA 98504-2560 You may also call Animal Services. | Open consignment horse sale                  | Within 15 days.   | \$100  | Valid for specific date or dates on exact location stated in the permit.   |  | No                                     |

| Agency                    | License Title   | Purpose   | How to Submit  | Application                                     | Processing Time  | Fees   | License Renewal  | Related Online Resources and Comments         | Is this license available through BLS? |
|---------------------------|---|---|--|---|--|--|--|---|--|
| Department of Agriculture | Organic Certification   | To verify crops, livestock, and products represented as organic comply with the requirements of the USDA organic regulations.   | Complete application with fee and submit to: WSDA PO Box 42591 Olympia, WA 98504-2591                                  | Organic certification                           | WSDA Organic Program recommends producers apply for certification at least three and one half months prior to your expected harvest date. Handlers and processors should apply at least three and one half months prior to your plan to market organic products. | \$375 - New applicant fee \$100 - \$500 - Inspection fee (depending on scope of production (crop, livestock, processing, etc.); multi-scope inspections charged the sum of the scopes inspected) There is also an annual renewal fee, based on gross annual income from organic products.      | Renewal applications are due annually by Mar. 1.                   |   | No                                     |
| Department of Agriculture | Organic Food Handler & Processor Certification                      | To verify crops, livestock, and products represented as organic comply with the requirements of the USDA organic regulations.   | Complete application with fee and submit to: WSDA PO Box 42591 Olympia, WA 98504-2591                                  | Organic certification                           | WSDA Organic Program recommends handlers and processors should apply at least three and one half months prior to your plan to market organic products.   | \$375 - New applicant fee \$500 - Inspection fee There is also an annual renewal fee, based on gross annual income from organic products.  | Renewal applications are due annually by Mar. 1.                   |   | No                                     |
| Department of Agriculture | Organic Food Producer Certification - Crop, Livestock, Wild Harvest | To verify crops, livestock, and products represented as organic comply with the requirements of the USDA organic regulations.   | Complete application with fee and submit to: WSDA PO Box 42591 Olympia, WA 98504-2591                                  | Organic certification                           | WSDA Organic Program recommends producers apply for certification at least three and one half months prior to your expected harvest date.  | \$375 - New applicant fee \$100 - \$375 - Inspection fee (depending on scope of production (crop, livestock, wild harvest); multi-scope inspections charged the sum of the scopes inspected) There is also an annual renewal fee, based on gross annual income from organic products.          | Renewal applications are due annually by Mar. 1.                   |   | No                                     |
| Department of Agriculture | Organic Input Material Registration                                 | To verify that input materials manufactured/distributed by the operation are allowed for use in organic production. The certificate is not required to sell organic input materials. Manufacturers making organic compliant products may seek voluntary registration in order to use WSDA registered material logo.   | Complete application with fee and submit to: WSDA PO Box 42591 Olympia, WA 98504-2591                                  | Organic input material registration             | WSDA Organic Program recommends allowing 90-120 days for the review process.   | \$500 - Each pesticide, spray adjuvant, processing aid, post harvest material, and/or livestock production aid \$400 - Fertilizer, soil amendment, and/or crop production aid \$300 - Annual renewal fee   | Valid for one year. Expires Oct. 31.                               |   | No                                     |
| Department of Agriculture | Permit to Import  | To import animals or animal reproductive products into the state.   | Complete application and submit to the address below or call Animal Services. WSDA PO Box 42560 Olympia, WA 98504-2560 | Permit to import                                | Within 24 hours after an inspection of the animal is completed, and after a Certificate of Veterinary Health or Brand Inspection has been issued.  | No fee.  | Valid for 30 days.   |   | No                                     |
| Department of Agriculture | Pesticide Registration  | To register pesticide products that will be sold in Washington.   | Complete application with fee and submit to: WSDA PO Box 42589 Olympia, WA 98504-2589                                  | Pesticide registration                          | Within two months of receipt of a complete application.  | \$390 - Per product for a two-year period: \$195 - Per additional product (if registering a product during second year of cycle) Note: Beginning Nov. 1, 2021: \$650 - Per product for a two-year period \$325 - Per additional product (if registering a product during second year of cycle) | Valid for two years. Expires Dec. 31.                              |   | No                                     |
| Department of Agriculture | Pet Food / Specialty Pet Food Registration Certificate              | To regulate companies manufacturing or responsible for distributing pet feed.   | Complete application with fee and submit to: WSDA PO Box 42591 Olympia, WA 98504-2591                                  | Pet/specialty pet food registration certificate | Approximately 60 days.   | \$90 - Per product if less than 10-pound packages \$22 (package size only) - Per product if distributed in 10 lbs. and greater   | Valid for two years.   | Pet & Specialty Pet Food Product Registration | No                                     |
| Department of Agriculture | Plant Sale Permit   | Exemption to the state licensing requirement for clubs, conservation districts, and educational and nonprofit associations who are conducting no more than three sales per year for not more than four consecutive days. Obtaining a plant sale permit notifies WSDA of intended sales and provides an opportunity for inspection to minimize the spread of harmful plant pests and diseases. | Apply online through PISCES or contact the program at 360-902-1874.  | Plant sale permit                               | On average, permit issued within three days upon receipt of application and fee payment.   | \$10   | Valid only for the dates of the sale specified on the application. | Plant Sale Permit                             | No                                     |

| Agency                    | License Title  | Purpose   | How to Submit  | Application  | Processing Time   | Fees   | License Renewal  | Related Online Resources and Comments            | Is this license available through BLS? |
|---------------------------|--|---|--|--|---|--|--|--|--|
| Department of Agriculture | Private Applicator License (Pesticides)                            | To license people who apply restricted use pesticides to their own property, or their employer's property, to produce an agricultural commodity.  | Applications completed at time of testing or may be submitted to: WSDA PO Box 42591 Olympia, WA 98504-2591 | Pesticide/Pest Inspector License Application                       | Normally, seven days after requirements have been met. Two to four weeks during periods of heavy workload.  | \$45 - Application fee \$25 - Exam fee   | Valid for one year, but part of a five-year recertification cycle where continuing education credits may be earned. An alternative to recertification by continuing education is to re-test every five years.  |  | No                                     |
| Department of Agriculture | Private Commercial License (Pesticides)                            | To license people who apply restricted use pesticides to their own property or their employer's property for a purpose other than the production of an agricultural commodity. Examples include private golf courses, wood treatment plants, and grain storage bins.  | Applications completed at time of testing or may be submitted to: WSDA PO Box 42591 Olympia, WA 98504-2591 | Pesticide/Pest Inspector License Application                       | Normally seven days after requirements have been met. Two to four weeks during periods of heavy workload.   | \$45 - Application fee \$25 - Exam fee   | Valid for one year, but part of a five-year recertification cycle where continuing education credits may be earned. An alternative to re-certification by continuing education is to re-test every five years. |  | No                                     |
| Department of Agriculture | Public Operator License (Pesticides)                               | To license public agency employees that apply restricted use pesticides by any means or any pesticide through power equipment.  | Applications completed at time of testing.   | Public operator license  | Normally seven days after requirements have been met. Two to four weeks during periods of heavy workload.   | \$33 - Application \$25 - Exam<br>Note: Application fee not required for government employees licensed work only in public health vector fields.   | Valid for one year, but part of a five-year recertification cycle where continuing education credits may be earned. An alternative to re-certification by continuing education is to re-test every five years. |  | No                                     |
| Department of Agriculture | Public Pest Control Consultant License (Pesticides)                | To license government agency employees who provide advice and/or technical assistance to users of non-home and garden pesticides including herbicides, insecticides, fungicides, rodenticides, fumigants, etc.  | Applications completed at time of testing or may be submitted to: WSDA PO Box 42591 Olympia, WA 98504-2591 | Pesticide/Pest Inspector License Application                       | Normally seven days after requirements have been met. Two to four weeks during periods of heavy workload.   | \$45 - Application fee \$25 - Exam fee   | Valid for one year, but part of a five-year recertification cycle where continuing education credits may be earned. An alternative to re-certification by continuing education is to re-test every five years. |  | No                                     |
| Department of Agriculture | Rancher Private Applicator License (Pesticides)                    | To license people who apply restricted use herbicides and rodenticides on non-production agricultural land (pastures, rangeland, areas around farm buildings). Also used for mixed rangeland-timber areas and limited production agricultural land to control weeds designated for mandatory control. Only valid in eastern Washington. | Applications completed at time of testing or may be submitted to: WSDA PO Box 42591 Olympia, WA 98504-2591 | Pesticide/Pest Inspector License Application                       | Normally seven days after requirements have been met. Two to four weeks during periods of heavy workload.   | \$110 - Application fee \$25 - Exam fee  | Valid for five years. Continuing education credits may be earned in order to re-certify and renew. An alternative to recertification by continuing education is to retest every five years.                    |  | No                                     |
| Department of Agriculture | Rendering Plant License  | To regulate dead animals disposal in relation to meat and bone meal for animal feed, additives, and cosmetics.  | Complete application with fee and submit to: WSDA PO Box 42560 Olympia, WA 98504-2560                      | Rendering plant license  | 30 days from requirements being met.  | \$100  | Valid for one year. Expires June 30.   |  | No                                     |
| Department of Agriculture | Restricted Holding Facility License                                | To allow imported animals to enter a designated area that is isolated from all other non-restricted areas within a feedlot.   | Complete application with fee and submit to: WSDA PO Box 42560 Olympia, WA 98504-2560                      | Restricted holding facility license                                | Within 15 days of payment and satisfactory site inspection.   | \$200 - Initial application \$100 - Renewal  | Valid for one year. Expires June 30.   |  | No                                     |
| Department of Agriculture | Section 18, FIFRA, Emergency Exemption from Pesticide Registration | To allow the use of an unregistered pesticide in an emergency when there are no other viable options for control.   | Complete application and submit to: WSDA PO Box 42589 Olympia, WA 98504-2589                               | Section 18, FIFRA, emergency exemption from pesticide registration | EPA has a 50-day review period on Section 18 requests. WSDA also needs time to review and compose a petition to EPA. Minimum times are 80 - 120 days. | None   | Valid for one specific growing season.   |  | No                                     |
| Department of Agriculture | Section 24(c) Special Local Need (SLN) Pesticide Registration      | To allow additional use of a federally registered pesticide on a food or feed crop, or on a non-food or non-feed crop or site to control an existing or imminent pest problem.  | Complete application with fee and submit to: WSDA PO Box 42589 Olympia, WA 98504-2589                      | Section 24(c) Special Local Need (SLN) Pesticide Registration €    | Approximately 30 days after receipt of a complete application. Up to two months during periods of heavy workload.                                     | No fee unless the pesticide product is not already registered in Washington. In that case, the fee is \$390.   | Valid for five years unless WSDA determines a shorter period is appropriate.   |  | No                                     |
| Department of Agriculture | Seed Labeling Permit   | To allow seed seller to label/relabel seed under their specific company name. Also allows for annual label review to ensure compliance with state seed law.   | Complete and submit applications through PISCES - Seed's electronic system.                                | Seed labeling permit   | The average response time is two to seven days.   | \$20 plus assessment based upon prior years' Gross Sales in Washington State July 1 - June 30.   | Valid for one year (February 1 - January 31).  | More information related to Seed labeling permit | No                                     |
| Department of Agriculture | Service Agent/Service Person Registration (Weights and Measures)   | To ensure that rejected measuring devices are repaired and sealed properly for consumer protection.   | Complete application with fee and submit to: WSDA PO Box 42591 Olympia, WA 98504-2560                      | Service agent/service person registration                          | Within 14 days of completed application.  | \$160  | Valid for one year.  |  | No                                     |
| Department of Agriculture | Special Poultry Permit   | To allow the slaughter, preparation, and sale of 1,000 or fewer whole raw poultry per calendar year.  | Complete application with fee and submit to: WSDA PO Box 42591 Olympia, WA 98504-2591                      | Special poultry permit   | Four to six weeks.  | \$75 - One year \$125 - Two year   | Valid for one to two 2 years. Expires Dec. 31.   |  | No                                     |
| Department of Agriculture | Special Sale Permit  | To ensure the orderly marketing of livestock and to protect people who transfer livestock to markets and sales.   | Request application form by phone, email, or in writing and mail to WSDA.                                  | Special sale permit  | The average response time, based on 2016 data, is 13 days after receipt of a completed application.   | \$50 - Application \$0 - 4-H and FFA sale permits  | Valid for specific date or dates on exact location stated in the permit.   |  | No                                     |
| Department of Agriculture | Spray Adjuvant Registration  | To register spray adjuvant products to be sold in Washington.   | Complete application with fee and submit to: WSDA PO Box 42589 Olympia, WA 98504-2589                      | Spray adjuvant registration  | Within two months of receipt of a complete application.   | \$390 - Per product for a two-year period \$195 - Per additional product (if registering a product during second year of cycle) Note: Beginning Nov. 1, 2021: \$650 - Per product for a two-year period \$325- Per additional product (if registering a product during second year of cycle) ☐ | Valid for two years. Expires Dec. 31.  |  | No                                     |

| Agency  | License Title  | Purpose   | How to Submit  | Application  | Processing Time   | Fees   | License Renewal   | Related Online Resources and Comments          | Is this license available through BLS? |
|---|--|---|--|--|---|--|---|--|--|
| Department of Agriculture                           | Structural Pest Inspector License (pesticides)         | To license people who inspect structures for wood-destroying organisms, their damage, or conditions conducive to their development.   | Applications completed at time of testing or may be submitted to: WSDA PO Box 42591 Olympia, WA 98504-2591   | Pesticide/Pest Inspector License Application                                 | Normally seven days after requirements have been met. Two to four weeks during periods of heavy workload. | \$85 - Application fee @ \$25 - Exam fee Must also meet financial responsibility requirements. | Valid for one year, but part of a five-year re-certification cycle where continuing education credits may be earned. An alternative to re-certification by continuing education is to re-test every five years. |  | No                                     |
| Department of Agriculture                           | Substation or Place of Transfer License                | To regulate the sanitation of storage for temporary deposit, transfer or loading of dead animals.   | Complete application with fee and submit to: WSDA PO Box 42560 Olympia, WA 98504-2560  | Substation or place of transfer license                                      | License will be issued within 15 days of a satisfactory site inspection.                                  | \$25   | Valid for one year. Expires June 30.  |  | No                                     |
| Department of Agriculture                           | Warehouse/Dealer License                               | Public grain storage warehouses must be state or federally licensed and bonded. Dealers who buy from Washington producers or with place of business in Washington must be licensed.   | Applications sent out by mail the last week of May, or available online to be mailed to WSDA.  | Warehouse/dealer license   | Depends on application review. Goal is to get everyone licensed by July 1.                                | \$500 - \$1,750 - Dealer \$700 - \$1,900 (per section) - Warehouse                             | Valid for one year. Expires June 30.  |  | No                                     |
| Department of Agriculture                           | Weighmaster/Weigher License                            | To promote marketplace equity in commercial transactions, provide safeguards for the consuming public and ensure businesses receive proper compensation for their delivered commodities.  | Submit applications online using PISCES or complete application with fee and submit to: WSDA PO Box 42591 Olympia, WA 98504-2560   | Weighmaster/Weigher License  | Within two weeks or up to 45 days for an incomplete application.  | \$80 - License \$20 - Per Weigher \$60 - Per new Weighmaster Impression Seal                   | Valid for one year. Expires June 30.  | Weighmaster/Weigher License                    | No                                     |
| Department of Archaeology and Historic Preservation | Abandoned Cemeteries Program Certificate               | To register organizations wishing to restore, protect or maintain an abandoned cemetery under the provisions of RCW 68.60.  | The completed Abandoned Cemeteries Care and Maintenance Certificate application may be mailed or emailed to the Department of Archeology and Historical Preservation.  | Abandoned Cemeteries Care and Maintenance Certificate Application            | 45 to 60 days   | None   | None; however, if the Care and Maintenance Corporation dissolves, Department of Archeology and Historical Preservation will revoke the certificate.   | Abandoned Cemeteries                           | No                                     |
| Department of Archaeology and Historic Preservation | Archaeological Site Alteration and Excavation Permit   | To allow projects planning excavating, altering, defacing or removing archeological artifacts or deposits, objects or resources or Native Indian graves, cairns or glyptic records, or any skeletal remains.  | The completed Archeological Site Alteration, Excavation, and Monitoring Permit Application may be mailed or emailed to the Department of Archeology and Historic Preservation.   | Archeological Site Alteration, Excavation, and Monitoring Permit Application | Within 60 days as provided for in WAC 25-48-090.  | None   | Renewals are not granted; time extensions can be granted upon request if the current permit is still valid.   | Archaeological permitting                      | No                                     |
| Department of Archaeology and Historic Preservation | Submerged Historic Archeological Resource Registration | To establish registration for previously unreported historic archeological resources discovered on, in, or under state-owned aquatic lands, and to establish the right of first refusal for entities that discover previously unreported historic archeological resources abandoned for thirty years or more.   | The completed Submerged Historic Archeological Resource Registration Form may be submitted by a delivery service which records time and date of delivery, or emailed to the Department of Archeology and Historic Preservation.  | Submerged Historic Resource(s) Registration                                  | Within 35 calendar days (as provided in WAC 25-46-100).   | None   | The right of first refusal granted is valid for five years only.  | WAC 25-46                                      | No                                     |
| Department of Children, Youth, and Families         | Child Care Center License or Certification             | To help create safe, healthy, nurturing learning experiences for all Washington children. Licensed child care providers must follow licensing standards set by the state, including required training, background checks and health and safety checks. License is required for facilities providing care in commercial, privately owned, school or faith based spaces for children ages birth through 12 years old for periods of less than 24 hours a day.     | To become a licensed provider in Washington State, a potential applicant must first participate in a Department of Children, Youth, and Families (DCYF) licensing orientation. During the orientation, a potential applicant will receive information including: Resources to help you through the licensing process. Providing child care. Training and other support. The licensing application. Information relating to background check requirements. Once you submit your application, DCYF has 90 days to act on your application.                                 | Licensed provider  | 90 days   | \$125 - Per year (for the first 12 children) \$12 - Per year (for each additional child)       | After the initial license is obtained, a provider who meets requirements will eventually move on to a non-expiring license. Licensing fees and background checks are still required.                            | Licensed provider                              | No                                     |
| Department of Children, Youth, and Families         | Family Home Child Care License                         | To help create safe, healthy, nurturing learning experiences for all Washington children. Licensed child care providers must follow licensing standards set by the state, including required training, background checks and health and safety checks. License is required for facilities offering child care in their home where they live for up to 12 children through 12 years old.   | To become a licensed provider in Washington State, a potential applicant must first participate in a Department of Children, Youth, and Families (DCYF) licensing orientation. During the orientation, a potential applicant will receive information including: Resources to help you through the licensing process, providing child care, training and other support, licensing application, and information relating to background check requirements. Once you submit your application, DCYF has 90 days to act on your application.                                 | Licensed childcare and early learning provider                               | Within 90 days.   | \$30 - per year  | After the initial license is obtained, a provider who meets requirements will eventually move on to a non-expiring license. Licensing fees and background checks are still required.                            | Licensed childcare and early learning provider | No                                     |
| Department of Children, Youth, and Families         | Outdoor Nature-Based Child Care Programs               | To help create safe, healthy, nurturing learning experiences for all Washington children. Licensed child care providers must follow licensing standards set by the state, including required training, background checks and health and safety checks. License is required for facilities providing care in commercial, privately owned, school or faith based spaces for children ages 30 months through 12 years old for periods of less than 24 hours a day. | To become a licensed provider in Washington State, a potential applicant must first participate in a Department of Children, Youth, and Families (DCYF) Outdoor Nature-Based Child Care licensing orientation. During the orientation, a potential applicant will receive information including: Resources to help you through the licensing process. Providing child care. Training and other support. The licensing application. Information relating to background check requirements. Once you submit your application, DCYF has 90 days to act on your application. | Outdoor Nature-Based licensed provider                                       | Within 90 days  | \$125 per year for the first 12 children \$12 per year for each additional child               | After the initial license is obtained, a provider who meets requirements will eventually move on to a non-expiring license. Licensing fees and background checks are still required.                            | Licensed childcare and early learning provider | No                                     |

| Agency                                      | License Title   | Purpose  | How to Submit   | Application   | Processing Time  | Fees   | License Renewal  | Related Online Resources and Comments  | Is this license available through BLS? |
|---|---|--|---|---|--|--|--|--|--|
| Department of Children, Youth, and Families | School-Age Child Care License                                   | To help create safe, healthy, nurturing learning experiences for all Washington children. Licensed child care providers must follow licensing standards set by the state, including required training, background checks and health and safety checks. License is required for facilities providing care in commercial, privately owned, school or faith based spaces for children ages 5 through 12 for periods of less than 24 hours per day when children are not attending school. | To become a licensed provider in Washington State, a potential applicant must first participate in a Department of Children, Youth, and Families (DCYF) licensing orientation. During the orientation, a potential applicant will receive information including: Resources to help them through the licensing process, providing child care, training and other support. They will also receive information on the licensing application and also background check requirements. When they submit an application, the Department of Children, Youth, and Families has 90 days to respond. | Licensed childcare and early learning provider                              | Within 90 days.  | \$125 - per year for the first 12 children \$12 - per year for each additional child   | After the initial license is obtained, a provider who meets requirements will eventually move on to a non-expiring license. Licensing fees and background checks are still required. | Licensed childcare and early learning provider   | No                                     |
| Department of Ecology                       | 401 Water Quality Certification                                 | To assure the applicant's project will comply with state water quality standards and other aquatic resource protection requirements under Ecology's authority. Applies to activities that need a federal permit or license and that might result in discharge of dredge or fill material into water, including wetlands or excavation in water, including wetlands.  | 30 days prior to submitting certification request, request a pre-filing meeting with Ecology by sending an email request to <a href="mailto:ecyrefedpermits@ecy.wa.gov">ecyrefedpermits@ecy.wa.gov</a> . At least 30 days after requesting a pre-filing meeting, applicants may submit a Joint Aquatic Resources Permit Application (JARPA) to <a href="mailto:ecyrefedpermits@ecy.wa.gov">ecyrefedpermits@ecy.wa.gov</a> .   | Joint Aquatic Resources Permit Application (JARPA)                          | Up to one year.  | No fees  | Dependent upon the life of the federal permit or license and compliance with condition of the Section 401 certification/order.   | The 401 Certification can cover both the construction and operation of the proposed project. Conditions of the 401 Certification become conditions of the Federal permit or license. | No                                     |
| Department of Ecology                       | Agricultural Burn Permit for Baled Agricultural Residue Burning | To burn baled residue (broken, mildewed, diseased or otherwise pest ridden bales) from 10 acres or less, or a maximum equivalent of 2 tons per acre.   | Application submitted to Ecology or Delegated Permitting office, via mail or walk in with payment.  | Agricultural Burn Permit Application for Baled Agricultural Residue Burning | Within seven days (per application as prescribed by WAC 173-430-040)   | Any burning of 10 acres or less: \$37.50   | Valid for six months or less.  | Average number of permit applications received annually is 20.   | No                                     |
| Department of Ecology                       | Agricultural Burn Permit for Field Burning                      | To regulate the burning of commercial agricultural fields or portions of fields, and flaming in organic farming.   | Submit application to Ecology or Delegated Permitting office via mail or walk in with payment.  | Agricultural Burn Permit Application for Field Burning                      | Within seven days (per application as prescribed by WAC 173-430-040)   | \$3.75 per acre - Variable depending on total acres \$37.50 - Minimum fee  | Valid for six months or less.  | Average number of permit applications received annually is 348.  | No                                     |
| Department of Ecology                       | Agricultural Burn Permit for Pile Burns                         | To burn piles of agricultural vegetation on land that is going to stay in agriculture.   | Submit application to Ecology or Delegated Permitting office via mail or walk in with payment.  | Agricultural Pile Burn Permit Application                                   | Within seven days (per application as prescribed by WAC 173-430-040)   | Variable depending on pile size. \$80 for up to 80 tons and an additional \$1.00 per ton. - Minimum  | Valid for one year or less.  | Average number of permit applications received annually is 244.  | No                                     |
| Department of Ecology                       | Agricultural Burn Permit for Spot Burning                       | To regulate burning in areas that are 1/2 acre or less in size, such as; small weed patches, spots of heavy residue, and equipment plugs and dumps up to 10 acres per year.  | Submit application to Ecology or Delegated Permitting office via mail or walk in with payment.  | Agricultural Burn Permit Application for Spot Burning                       | Within seven days (per WAC 173-430-040).   | \$37.50 - For a total of less than 10 acres  | Valid for the calendar year in which it is issued.   | Average number of permit applications received annually is 131.  | No                                     |
| Department of Ecology                       | Air Operating Permit (AOP)                                      | To regulate major sources of air pollution including emission limits, work practice standards, monitoring, recordkeeping and reporting, to include periodic reports certifying compliance with terms and conditions.   | Air operating permit for large sources of air pollution. A business must turn in an air operating permit application 12 months before it has the potential to emit. A complete application is submitted by mail and electronically.   | Air Operating Permit Application and Instructions                           | Ecology's goal is to issue a permit within 18 months of receiving a complete application (as per WAC 173-401-700). Complex sources may take more time. | AOP fees are discussed in WAC 173-401-900. Ecology allocates costs for permit administration, development, and oversight among the sources for whom it acts as permitting authority. Permit fees usually range between \$20k - \$350k and are based on: Number of facilities with operating permits in Ecology's jurisdiction. The complexity of the facility. The amount of regulated pollutants emitted. | Valid for five years. A renewal application must be submitted within six to 18 months prior to expiration.   | Air operating permit for large sources of air pollution  | No                                     |
| Department of Ecology                       | Air Quality Notice of Construction (NOC)                        | Declaring intent to install a new source of air pollution or modifying an existing source of air pollution. Applies to a business releasing contaminants to the air from a new or modified source, unless the source has been exempted.  | Mail the Notice of Construction application form to Ecology.  | Notice of Construction Application  | Generally, four to six months. Complex projects may take more time.  | Initial fee: \$200 to \$10,000 Fee depends on the complexity of the project and maximum potential amount of air contaminants emitted from project. Hours in excess of initial fee is billed at \$95 per hour.  | Good for the lifetime of the business or industrial facility as long as no changes are made to the permitted equipment/process.  |  | No                                     |
| Department of Ecology                       | Air Quality Registration  | To develop and maintain a record of industrial air pollution sources. Information is used to evaluate the effectiveness of air pollution control strategies and to verify whether the source is complying with applicable air pollution requirements.  | No application form. Sources added by one of the following: Ecology contacts sources within a source category notifying them they need to register. A source is added to the Registration Program when they obtain a NOC or Coverage Order. Ecology becomes aware of a source via drive-by, complaint, or other report and contacts the source. A source contacts Ecology asking about requirements.  | Annual Air Quality Registration   | Emission inventory (EI) on next cycle, inspections as EI forms indicate.   | 2019 fees: \$200 to \$7,000, majority are \$400 to \$1,100. 2020 fees: \$200 to \$7,500, majority are \$575 to \$1,300. 2021 fees: \$200 to \$8,000, majority are \$700 to \$1,500. 2022 and beyond fees: same as 2021 unless the fee schedule is changed.   | Valid for the lifetime of the business or industry, but fees are annual.   | New WAC 173-455 rule took effect in January 2019.  | No                                     |

| Agency                | License Title  | Purpose   | How to Submit   | Application   | Processing Time   | Fees  | License Renewal  | Related Online Resources and Comments                          | Is this license available through BLS? |
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| Department of Ecology | Aquatic Mosquito Control General Permit                                    | Coverage under the Aquatic Mosquito Control NPDES and State Waste Discharge General Permit. To regulate mosquito and mosquito larvae control activities in all areas of the state, except tribal and federal lands.   | Submit online application form and send in signed paper copy. Applicant must certify that it has met SEPA and public notice requirements.   | Aquatic Mosquito Control General Permit   | Minimum of 45 days.   | Annual Discharge Permit Fees are identified in WAC 173-224 (amended every two years).   | Valid until the expiration date, a maximum of five years. The permittee must reapply for coverage under this general permit at least one hundred and eighty (180) days prior to the specified expiration date of this general permit. An expired general permit and coverage under the permit continues in force and effect until Ecology issues a new general permit or until Ecology cancels it. Only those permittees that reapply for coverage are covered under the continued permit. | Aquatic Mosquito Control General Permit                        | No                                     |
| Department of Ecology | Aquatic Plant & Algae Management General Permit                            | To cover the discharge of products used to control aquatic plants and algae in Washington waters. To allow treatment of nuisance emergent plants along roadsides and ditch banks.   | Submit online application form and send in signed paper copy. Applicant must certify that it has met public notice requirements.  | Aquatic Plant & Algae Management General Permit   | Minimum of 45 days.   | Annual Discharge Permit Fees are identified in WAC 173-224 (amended every two years).   | Valid until the expiration date, a maximum of five years. The permittee must reapply for coverage under this general permit at least one hundred and eighty (180) days prior to the specified expiration date of this general permit. An expired general permit and coverage under the permit continues in force and effect until Ecology issues a new general permit or until Ecology cancels it. Only those permittees that reapply for coverage are covered under the continued permit. | Aquatic Plant & Algae Management General Permit                | No                                     |
| Department of Ecology | Boatyard General Permit  | This permit authorizes discharges of pressure wash wastewater and industrial stormwater runoff from boatyards to waters of the state.   | Submit an online electronic application form. Applicant must certify that it has met SEPA (new facilities) and public notice requirements.  | Boatyard general permit   | 60 days (as noted in WAC 173-226-200).  | Annual Discharge Permit Fees are identified in WAC 173-224 (amended every two years).   | Valid until the expiration date, a maximum of five years. The permittee must reapply for coverage under this general permit at least one hundred and eighty (180) days prior to the specified expiration date of this general permit. As long as a facility submits a renewal application in a timely manner, an expired permit remains in effect until Ecology reissues permit.   | Access the electronic application form.                        | No                                     |
| Department of Ecology | Burn Permit for Land Clearing Burning                                      | This permit is for Land Clearing burning where the land use is being changed.   | Submitted to Ecology by mail, fax, or electronically.   | Burn Permit Application: Land Clearing  | Approximately seven days (per application).   | No fee  | Valid for six months or less.  | Average number of permit applications received annually is 51. | No                                     |
| Department of Ecology | Certification of Landfill Operators, Incinerator Operators, and Inspectors | To ensure that incineration and landfill facilities have an operator with a certificate of competency. A Responsible Operator in Charge must be on-site during all hours of operation. License also ensures that inspectors employed by a public agency are trained in the operation of landfills and incinerators. | To ensure that incineration and landfill facilities have an operator with a certificate of competency. A Responsible Operator in Charge must be on-site during all hours of operation. License also ensures that inspectors employed by a public agency are trained in the operation of landfills and incinerators. | Certification of Inspectors of Solid Waste Incinerators and Landfill Facilities<br>Certification of Operators of Solid Waste Incinerators and Landfill Facilities | Review and processing time is determined by the Solid Waste Association of North America (SWANA) for landfill operator and inspector certifications. Ecology schedules exams for incinerator operators and inspectors upon request. | Landfill operator and inspector exam and certification are provided. Fees are set by the Solid Waste Association of North America (SWANA). Contact SWANA for current landfill operator and inspector fees. Incinerator operator and inspector certification fees are as follows: \$50 - Incinerator operator certification application \$200 - Incinerator operator certification and recertification \$50 - Incinerator inspector certification application \$0 - Incinerator inspector certification and recertification \$160 - Textbook | Certification must be renewed every three years.   | Certification for incinerator & landfill operators             | No                                     |
| Department of Ecology | Certified Erosion and Sediment Control Lead (CESCL)                        | To provide sediment and erosion control inspection continuity. CSWGP requires trained CESCL on sites 1-acre or more to conduct sediment and erosion control inspections.  | See Certified Erosion & Sediment Control Lead to find training and certification programs.  | Certified Erosion & Sediment Control Lead   | None.   | No fees; however, certification is only available from approved vendors and the CESCL must be renewed every three years.  | Valid for three years. Renewal can be done by a one-day refresher course.  | Certified Erosion & Sediment Control Lead                      | No                                     |

| Agency                | License Title  | Purpose  | How to Submit  | Application  | Processing Time  | Fees   | License Renewal  | Related Online Resources and Comments   | Is this license available through BLS? |
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| Department of Ecology | Certified Water Right Examiner   | To conduct proof examinations (by non-Ecology staff) to support Ecology decision making on issuing water right certificates.   | Submit your completed application and evidence of your qualifications to the CWRE Coordinator by mail, fax, or email to: Department of Ecology CWRE Coordinator W/R Program PO Box 47600 Olympia WA 98504-7600 Fax: 360-407-7162 CWRE@ecy.wa.gov | Frequently Asked Questions on Certified Water Right Examiners Certified water right examiner certification   | Varies depending on applicant submittal of required information and applicant scheduling and passage of required exam.   | \$200 - Initial certification fee \$300 - Certification test Note: Should an applicant fail, they must pay \$300 each time to retake the test. Applicants must also show proof of financial responsibility through insurance, bond, etc.) Annual renewal fee: \$100 (CWRE's must also meet continuing education requirements.) | Annual renewal to maintain your certification. To renew, applicants must: Complete eight hours of continuing education each year Pay an annual recertification fee of \$100 (and any late fees, if necessary) Continue to meet at least one of the minimum qualifications to be a certified water right examiner Maintain the \$50,000 of financial assurance in the form of insurance or bond (unless you perform CWRE duties only for your own or employer's water rights).              | Certified water right examiner certification  | No                                     |
| Department of Ecology | Change/Transfer of Water Right   | To change the place of use, point of diversion or withdrawal, add additional points of diversions or withdrawals, or change the purpose of use of an existing water right. A change of an existing water right (purpose, place of use, point of diversion or withdrawal), regardless of business activity. | Send the application, fee, and supporting documentation to: Department of Ecology Cashiering Unit PO Box 47611 Olympia WA 98504-7611   | Application for Change/Transfer of Water Right Water Right Change  | Varies depending on project complexity and order received (as noted in WAC 173-152-030).   | \$50 - Minimum application fee (per one hundredth cfs of water) - Change, transfer, or amend an existing water-right certificate, permit, or claim \$1 (for each acre foot of water) - Change a storage-water right \$2,500 - Maximum fee for changing an existing water right or water-storage project                        | Water Rights are property rights issued in perpetuity, subject to requirements of diligence and beneficial use.  | Pre-application Consultation Application fees are non-refundable. Before you spend money and effort to prepare a water right application, we strongly encourage you to engage in pre-application consultation with Department of Ecology staff. We want to understand your water supply needs, and give you our perspective on risks, opportunities, and alternatives. For more information, see water rights permits. Three basic fees are collected for filing and examination of an application, recording a permit, and recording a certificate. Other fees are charged for extensions of time, changing an existing right construction of a reservoir, and minor actions. 80% of the fee is deposited in the State General Fund and 20% will be deposited into the Water Rights Tracking System Account. | No                                     |
| Department of Ecology | Chapter 90.48 Administrative Order (Non-federally regulated waters)          | To control and prevent the pollution of waters of the state, including wetlands.   | Applicants submit their request for an Administrative Order and supporting information electronically to Ecology at: ecyrefedpermits@ecy.wa.gov. Details available at State wetland regulations.   | Applicants submit a Joint Aquatic Resource Permits Application (JARPA), along with any additional information applicable to the project (e.g., mitigation plan, restoration plans, etc.). Applicant should check the Non-Federally Regulated Waters box in Section 10b of the JARPA. | Typically 3 months, but for complex projects, up to 1 year.  | No fees  | Valid for life of project  | State wetland regulations   | No                                     |
| Department of Ecology | Coastal Zone Management Federal Consistency                                  | Protection of the State's Coastal Resources. Applies to projects requiring a federal license or permit, Federal Agency Activity, or Federal Assistance Programs (funding) proposed within any of Washington's 15 coastal counties.   | Complete application and submit to: ecyrefedpermits@ecy.wa.gov.  | Coastal zone management federal consistency request  | Up to six months.  | No fee   | Valid for life of project, unless the project footprint changes.   |   | No                                     |
| Department of Ecology | Concentrated Animal Feeding Operation General Permit (CAFO)                  | To regulate discharge by concentrated animal feeding operations to waters of the state.  | Submit signed form (electronic or paper) to Ecology. Applicant must certify that it has met SEPA (new facilities) and public notice requirements.  | Concentrated Animal Feeding Operation General Permit   | Minimum of 45 days, except for existing facilities which may have a shorter period due to no public notice requirement (WAC 173-226-130(5) applies to new operations). | Annual Discharge Permit Fees are identified in WAC 173-224 (amended every two years).  | Valid until the expiration date, a maximum of five years. The permittee must reapply for coverage under this general permit at least one hundred and eighty (180) days prior to the specified expiration date of this general permit. An expired general permit and coverage under the permit continues in force and effect until Ecology issues a new general permit or until Ecology cancels it. Only those permittees that reapply for coverage are covered under the continued permit. | Concentrated Animal Feeding Operation General Permit  | No                                     |
| Department of Ecology | Conditional No Exposure Certificate  | This exemption from the Industrial Stormwater General Permit is available to facilities with all industrial materials and activities protected from contact with precipitation.  | Submit online application form.  | Industrial Stormwater General Permit   | 90 days (per Ecology website).   | None   | Valid for five years.  | Industrial Stormwater General Permit  | No                                     |
| Department of Ecology | Coverage under the Construction Stormwater General Permit (Notice of Intent) | To install and maintain erosion and sediment control measures to prevent stormwater from washing soil, nutrients, chemicals and other harmful pollutants into local water bodies.  | Submit electronic application form.  | Construction Stormwater General Permit eCoverage Packet  | 60 days (per ORA website as noted in WAC 173-226-200).   | Annual Discharge Permit Fees are identified in WAC 173-224 (amended every two years).  | Site coverage under this permit is effective until coverage is revoked or terminated. Permittee must apply for permit renewal at least 180 days prior to the expiration date of the Construction Stormwater General Permit.  | Permit processing time is within 60 days for a complete application and includes 30-day public notice. Permits must be submitted at least 60 days before discharging.   | No                                     |



| Agency                | License Title   | Purpose   | How to Submit   | Application   | Processing Time   | Fees  | License Renewal  | Related Online Resources and Comments                                       | Is this license available through BLS? |
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| Department of Ecology | Coverage under the Fresh Fruit Packing General Permit                         | To monitor pollutants discharge of every new or existing fresh fruit packing facility which receives, packs, stores, and/or ships either hard or soft fruit and discharges wastewater, including non-contact cooling water.   | Submit signed form (electronic or paper) to Ecology. Applicant must certify that it has met SEPA (new facilities) and public notice requirements.   | Fresh Fruit Packing General Permit  | 60 days (per ORIA website as noted in WAC 173-226-200). | Annual Discharge Permit Fees are identified in WAC 173-224 (amended every two years).   | Valid until the expiration date, a maximum of five years.  | Permit processing time is within 60 days and includes 30-day public notice. | No                                     |
| Department of Ecology | Coverage under the Industrial Stormwater General Permit (ISGP)                | The permit authorizes industrial stormwater discharges to waters of the state.  | Submit online application form or signed paper form. For new facilities, applicant must certify that it has met SEPA and public notice requirements.  | Industrial Stormwater General Permit  | 60 days (as noted in WAC 173-226-200).                  | Annual Discharge Permit Fees are identified in WAC 173-224 (amended every two years).   | Valid until the expiration date, a maximum of five years. The permittee must reapply for coverage under this general permit at least one hundred and eighty (180) days prior to the specified expiration date of this general permit. As long as a facility submits a renewal application in a timely manner, an expired permit remains in effect until Ecology reissues permit.   |   | No                                     |
| Department of Ecology | Coverage under the Irrigation System Aquatic Weed Control Permit              | To control weeds and algae in Washington irrigation canals.   | Submit signed form (paper) to Ecology. Applicant must certify that it has met SEPA (new facilities) and public notice requirements.   | Irrigation System Aquatic Weed Control permit   | Minimum of 45 days.                                     | Annual Discharge Permit Fees are identified in WAC 173-224 (amended every two years).   | Valid until the expiration date, a maximum of five years. The permittee must reapply for coverage under this general permit at least one hundred and eighty (180) days prior to the specified expiration date of this general permit.  | Irrigation System Aquatic Weed Control permit                               | No                                     |
| Department of Ecology | Coverage under the NPDES Water Treatment Plant General Permit                 | This permit authorizes discharges of treated filter backwash effluent to surface waters of the state.   | Submit an online electronic application form to Ecology. Applicant must certify that it has met SEPA (new facilities) and public notice requirements.   | Water Treatment Plant General Permit  | 60 days (as noted in WAC 173-226-200).                  | Annual Discharge Permit Fees are identified in WAC 173-224 (amended every two years).   | Valid until the expiration date, a maximum of five years. The permittee must reapply for coverage under this general permit at least one hundred and eighty (180) days prior to the specified expiration date of this general permit. As long as a facility submits a renewal application in a timely manner, an expired permit remains in effect until Ecology reissues permit.   |   | No                                     |
| Department of Ecology | Coverage under the Sand & Gravel General Permit (Not for Portable Operations) | To control the discharge of pollutants from fixed site sand and gravel mining operations, and related facilities into state waters.   | Submit electronic form to Ecology. Applicant must certify that it has met SEPA (new facilities) and public notice requirements.   | Sand & Gravel General Permit  | 60 days (per ORIA website as noted in WAC 173-226-200). | Annual Discharge Permit Fees are identified in WAC 173-224 (amended every two years).   | Valid until the expiration date, a maximum of five years. The permittee must reapply for coverage under this general permit at least one hundred and eighty (180) days prior to the specified expiration date of this general permit.  | Permit processing time is within 60 days and includes 30-day public notice. | No                                     |
| Department of Ecology | Coverage under the Sand & Gravel General Permit (Portable Operations)         | To control the discharge of pollutants from portable sand and gravel mining operations and related facilities into state waters.  | Submit electronic form to Ecology. Applicant must certify that it has met SEPA (new facilities) and public notice requirements.   | Sand & Gravel General Permit  | 60 days (per ORIA website as noted in WAC 173-226-200). | Annual Discharge Permit Fees are identified in WAC 173-224 (amended every two years).   | Valid until the expiration date, a maximum of five years. The permittee must reapply for coverage under this general permit at least one hundred and eighty (180) days prior to the specified expiration date of this general permit.  | Permit processing time is within 60 days and includes 30-day public notice. | No                                     |
| Department of Ecology | Coverage under the Vessel Deconstruction NPDES General Permit                 | To prevent the discharge of pollutants resulting from the deconstruction of vessels over water.   | Submit signed paper form, Solid Waste Disposal Plan, Deconstruction Site Management Plan, and verification of Hazardous Materials Testing. Applicant must certify that it has met SEPA (new facilities) and public notice requirements. | Vessel Deconstruction General Permit  | 60 days (as noted in WAC 173-226-200).                  | Annual Discharge Permit Fees are identified in WAC 173-224 (amended every two years).   | Valid until expiration date, a maximum of five years. New application documents are required for each vessel deconstructed.  |   | No                                     |
| Department of Ecology | Coverage under the Winery State Waste Discharge General Permit                | To establish wastewater management practices for wineries to prevent pollution and protect Washington waters.   | Submit an online electronic application form. Applicant must certify that it has met SEPA (new facilities) and public notice requirements.  | Winery general permit   | Minimum of 45 days.                                     | Annual Discharge Permit Fees are identified in WAC 173-224 (amended every two years).   | Valid until the expiration date, a maximum of five years. The permittee must reapply for coverage under this general permit at least one hundred and eighty (180) days prior to the specified expiration date of this general permit. An expired general permit and coverage under the permit continues in force and effect until Ecology issues a new general permit or until Ecology cancels it. Only those permittees that reapply for coverage are covered under the continued permit. | Winery general permit   | No                                     |
| Department of Ecology | Dam Construction Permit   | To regulate construction, modification, or repairing of any dam or controlling works for storage of 10 or more acre-feet of water, liquid waste, or mine tailings. A business constructing, modifying, or repairing any dam or controlling works for storage of 10 or more acre-feet of water, waste, or mine tailings. | Send the application, fee, and supporting engineering documentation to: The Department of Ecology<br>Cashiering Unit PO Box 47611 Olympia WA 98504-7611   | Dam Safety - Application for Dam Construction Permit Dam construction & modification guidance | 90 days (as noted on the ORIA website)                  | Minimum fee: \$2,462 minimum (may be different as cited in Table of Construction Permit Fees for New Projects or as adjusted for modifications in WAC 173-175-370). | None - Modification permit required for structural improvements  |   | No                                     |

| Agency                | License Title  | Purpose   | How to Submit   | Application                           | Processing Time   | Fees  | License Renewal  | Related Online Resources and Comments   | Is this license available through BLS? |
|-----------------------|--|---|---|---------------------------------------|---|---|--|---|--|
| Department of Ecology | Dangerous Waste Permit: Part A   | Part A: To apply for a new TSD facility, an application for a final status, or for a TSD permit renewal.  | For new sites (and final status): Applicant submits the Notice of Intent (NOI) to apply for a RCRA Part B permit with a Demonstration of Compliance with Siting Criteria. Applicants then submit a permit application following the guidelines in Ecology publication 95-402. | Dangerous waste permits               | The Part A application review can be conducted within 60 to 90 days prior to review of the Part B permit application.                                 | No fees   | The Part A application is valid for 10 years and can be renewed.   | This permit can be modified per the Ecology permit modification process.  | No                                     |
| Department of Ecology | Dangerous Waste Permit: Part B   | Part B: To specify how dangerous waste must be managed at a particular facility. To protect human health and the environment. To ensure the facility knows what is required to be in compliance with the dangerous waste regulations. | If applicable, the Part B application is submitted to the agency for technical review at least 150 days after submitting the Notice of Intent. The application should follow the guidelines in Ecology publication 95-402.  | Dangerous Waste Permits               | Depending on the project, but it can take 24 to 36 months to review the Part B application.   | None  | The Part B application is valid for 10 years and can be renewed. The time period for processing renewals is dependent on the complexity of the modification or renewal, resources available, working with other state and local government agencies, and unanticipated delays from the facility. Not identified on Agency website or application; Typically ranges 12 to 24 months for a permit renewal. | This permit can be modified per the Ecology permit modification process. Modifications typically take three to eight weeks. | No                                     |
| Department of Ecology | Electronic Product Manufacturer's Administrative Fee   | This fee covers Ecology's administrative costs related to implementing the electronic product recycling program. The fee is one of the requirements for electronics manufacturers to conduct business in Washington.                  | E-Cycle WA information for manufacturers.   | E-Cycle WA                            | None  | Fees are calculated annually on a sliding scale based on the weight of covered electronic products sold in the state. For current fee information see Additional resources section. | Every year   | E-Cycle WA 2021 final administrative fee tier schedule  | No                                     |
| Department of Ecology | Environmental Laboratory Accreditation   | Applicable to laboratories that submit analytical data from the analysis of environmental or drinking water samples to Ecology, the Department of Health, or other entities.  | Laboratories wanting accreditation can visit Ecology's website, then contact program administrative staff for access to an online application.  | Applying for laboratory accreditation | Depends on the completeness of the lab's submission, complexity of the procedures and availability of Lab Accreditation Unit staff (per ORA website). | Varies, generally ranges from \$300 to \$25,000 annually, depending on scope of accreditation.  | Valid for one year.  | Environmental laboratory accreditation  | No                                     |
| Department of Ecology | Fire Training Permit   | This permit enables agencies located within Urban Growth Areas (UGAs) or within city limits of cities with a population of 10,000 or more to apply to conduct burning for structural fire training.                                   | Submit application to the Department of Ecology by mail, fax, or electronically.  | Burn Permit Application               | Approximately seven days (per application).   | No fee  | Valid for six months or less/  | Average number of permit applications received annually is 13.  | No                                     |
| Department of Ecology | General Order for Asphalt Plants   | To regulate asphalt plants that operate in counties regulated by Ecology's Air Quality Program.   | The General Order application form is submitted by mail to Ecology.   | General orders for permits            | 31 days if the application is determined to be complete (per WAC 173-400-560).  | \$875 - Application fee if SEPA review is complete \$1,160 - Application fee if SEPA review is required   | Good for the lifetime of the business or industrial facility as long as no changes are made to the permitted equipment/process. Notification is required for moving portable equipment to new locations.   |   | No                                     |
| Department of Ecology | General Order for Automobile Body Repair and Refinishing Shops   | To regulate auto body shops located in counties regulated by Ecology's Air Quality Program.   | The General Order application form is submitted by mail to Ecology.   | General orders for permits            | 31 days if the application is determined to be complete (per WAC 173-400-560).  | \$500 - Application fee if SEPA review is complete \$785 - Application fee if SEPA review is required   | Good for the lifetime of the business or industrial facility as long as no changes are made to the permitted equipment/process.  |   | No                                     |
| Department of Ecology | General Order for Concrete Batch Plants  | To regulate concrete batch plants located in counties regulated by Ecology's Air Quality Program.   | The General Order application form is submitted by mail to Ecology.   | General orders for permits            | 31 days if the application is determined to be complete (per WAC 173-400-560).  | \$500 - Application fee if SEPA review is complete \$785 - Application fee if SEPA review is required   | Good for the lifetime of the business or industrial facility as long as no changes are made to the permitted equipment/process. Notification is required for moving portable equipment to new locations.   |   | No                                     |
| Department of Ecology | General Order for Dairy Anaerobic Digesters  | To regulate dairy manure anaerobic digesters that operate in counties or industrial facilities regulated by Ecology's Air Quality Program.  | The General Order application form is submitted by mail to Ecology.   | General orders for permits            | 31 days if the application is determined to be complete (per WAC 173-400-560).  | \$875 - Application fee if SEPA review is complete \$1,160 - Application fee if SEPA review is required   | Good for the lifetime of the business or industrial facility as long as no changes are made to the permitted equipment/process.  |   | No                                     |
| Department of Ecology | General Order for Perchloroethylene Dry Cleaners (Dry Cleaners Using less than 2,100 Gallons Per Year) | To regulate dry cleaning businesses that use less than 2,100 gallons per year of perchloroethylene, and operate in counties that are regulated by Ecology's Air Quality Program.  | The General Order application form is submitted by mail to Ecology.   | General orders for permits            | 31 days if the application is determined to be complete (per WAC 173-400-560).  | \$500 - Application fee if SEPA review is complete \$785 - Application fee if SEPA review is required   | Good for the lifetime of the business or industrial facility as long as no changes are made to the permitted equipment/process.  | Dry-cleaners technical assistance/reimbursement   | No                                     |
| Department of Ecology | General Order for Small Water Heaters and Steam Generating Boilers                                     | To regulate small boilers using natural gas, propane, or diesel fuel that operate in counties regulated by Ecology's Air Quality Program.   | The General Order application form is submitted by mail to Ecology.   | General orders for permits            | 31 days if the application is determined to be complete (per WAC 173-400-560).  | \$500 - Application fee if SEPA review is complete \$785 - Application fee if SEPA review is required   | Good for the lifetime of the business or industrial facility as long as no changes are made to the permitted equipment/process.  |   | No                                     |
| Department of Ecology | General Order for Stationary and Portable Rock Crushers  | To regulate stationary and portable rock crushers that operate in counties or industrial facilities regulated by Ecology's Air Quality Program.   | The General Order application form is submitted by mail to Ecology.   | General orders for permits            | 31 days if the application is determined to be complete (per WAC 173-400-560).  | \$500 - Application fee if SEPA review is complete \$785 - Application fee if SEPA review is required   | Good for the lifetime of the business or industrial facility as long as no changes are made to the permitted equipment/process. Notification is required for moving portable equipment to new locations.   |   | No                                     |

| Agency                | License Title   | Purpose  | How to Submit   | Application  | Processing Time  | Fees   | License Renewal  | Related Online Resources and Comments  | Is this license available through BLS? |
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| Department of Ecology | Greenhouse Gas Reporting Program  | Requires certain facilities and transportation fuel suppliers to report their greenhouse gas emissions annually to Ecology if exceeding the emissions threshold.   | New reporters submit a registration form. They update the form as needed if the information changes.  | Washington Greenhouse Gas Reporting Program: Certificate of Representation   | One to three business days   | RY 2019 Paid in 2020: \$2,635 per year - Facilities \$0 per year - Suppliers   | Registration is valid until they notify Ecology they are leaving the program. Updates are on an as needed basis. Reports are annual.   | Facility greenhouse gas reports  | No                                     |
| Department of Ecology | Individual National Pollutant Discharge Elimination System (NPDES) Permit                         | To provide coverage under an individual permit for the discharge of pollutants, wastes and other materials to state waters.  | Submit signed form (electronic or paper). Applicant must certify that it has met SEPA (new facilities).   | Water quality individual permits   | 180 days (as noted in WAC 173-220-040).  | First time applicants pay an application fee. Application fees and annual Discharge Permit Fees are identified in WAC 173-224 (amended every 2 years).   | Valid until expiration date. As long as a facility submits a renewal application in a timely manner, the existing permit remains in effect until Ecology reissues permit.  |  | No                                     |
| Department of Ecology | Outdoor Burn Special Permit   | This permit is for situations where burning does not fit into the categories of agricultural or land clearing.   | Submitted to Ecology by mail, fax, or electronically.   | Burn Permit Application: Special   | Approximately seven days (per application).  | No fee   | Valid for six months or less.  | Average number of permit applications received annually is 106.  | No                                     |
| Department of Ecology | Permit to Burn Storm & Flood Debris   | To regulate the burning of flood and storm debris in areas where burning is not generally allowed (for example, urban growth areas). Any business planning to burn natural vegetation that is directly related to a declared storm or flood. The declaration is issued by a government entity. | Submitted to Ecology by mail, fax, or electronically.   | Application for a Permit to Burn Storm and Flood Debris  | Approximately seven days (per application).  | None   | Valid for six months or less.  | Total number of initial permit applications are not tracked separately. These are Ecology's total numbers.   | No                                     |
| Department of Ecology | Permit to Construct a Reservoir and to Store for Beneficial Use Waters of the State of Washington | To allow construction of a barrier across a stream, channel, or water course that will retain a portion of the runoff for a beneficial use.  | The application, fee, and supporting engineering documentation should be sent to: The Department of Ecology Cashiering Unit #PO Box 47611 #Olympia WA 98504-7611  | Application for Reservoir Permit #Reservoir Permit   | Varies depending on project complexity (as noted on ORIA website).   | Statutory examination fee: \$50.00 #This fee must accompany all applications for a reservoir permit. This basic fee applies to applications involving the storage of up to 1,000 acre-feet of water. #For larger impoundments, additional examination fees are required and will be requested. | Reservoir Permits are issued for the life of the project, subject to extensions during the construction phase.   | Reservoir permits are issued to allow the filling of the reservoir once annually, unless otherwise specified. The permit will state the period during which water may be used to fill the reservoir. | No                                     |
| Department of Ecology | Prevention of Significant Deterioration (PSD) Air Quality Permit                                  | To regulate construction and major modification of air emission major stationary source, except for projects under jurisdiction of the Energy Facility Site Evaluation Council (EFSEC).  | Applicants need to provide Ecology with relevant materials consistent with PSD regulations 40CFR 52.21 and the applicable sections of WAC 173-400-700s (720, 730, 740, etc.). A pre-application meeting can be requested if assistance is needed. Ecology recommends the applicant schedules a pre-application meeting. | There is not a specific comprehensive application form for this permit because of the wide range of PSD project types. Another application that a facility may submit to Ecology requests Ecology to determine if PSD applies. This applicability determination application, as well as other PSD information is available on Ecology's PSD webpage. | The PSD permitting process begins with a 30-day application completeness determination. Once the application is complete, the permit and technical support document (TSD) is drafted. A public notice announces the 30-day public comment period for the draft permit. The amount of time to get a complete application, draft a permit and TSD, go through public notice, respond to comments received, and address any modifications to the permit may take one year. A very complex project may take up to two years. |  | None. The PSD permit does not expire unless cancelled by applicant, unless construction does not commence within 18 months of the effective date of the permit, if construction is discontinued for a period of 18 months or more, or if construction is not completed within a reasonable time as determined by Ecology. Ecology may extend the 18-month expiration period if justified by the applicant. | Ecology PSD webpage  | No                                     |
| Department of Ecology | Reclaimed Water Use Permit  | To assure that the wastewater is "adequately and reliably treated" so that, as a result of the treatment, the effluent is no longer considered a wastewater under state law.   | Submit signed form (electronic). Applicant must certify that it has met SEPA (new facilities).  | Water recovery solutions   | 60 days (as noted in WAC 173-216-070).   | First time applicants pay an application fee. Application fees and annual Discharge Permit Fees are identified in WAC 173-224 (amended every two years).   | Valid until expiration date. As long as a facility submits a renewal application in a timely manner, the existing permit remains in effect until Ecology reissues permit.  |  | No                                     |
| Department of Ecology | Special Incinerator Ash Landfill Permit   | Establishes operating requirements for special incinerator ash disposal facilities.  | Submit two copies of the permit application to Ecology.   | No specific form is required. Application must contain required information. Please see WAC 173-306.   | Ecology will approve, deny, or conditionally approve permit applications within 60 days.   | No fee   | Every five years.  | A Special Incinerator Ash Landfill permit was issued in January 2018, for the ash monofill located on the Roosevelt Regional Landfill site. Requirements can be found on the Ecology website.        | No                                     |
| Department of Ecology | Statewide General Permit for Biosolids Management   | To establish site specific requirements for the proper management of biosolids   | Biosolids permitting and forms  | Application for Coverage Under the General Permit for Biosolids Management   | Permit processing time varies depending on the complexity of the facility and completeness of application. Applicants obtain provisional approval of coverage with a complete permit application, and may operate prior to final approval by Ecology. This application and permit process has been targeted for improvement by Ecology.  | New permit application fee (one-time): \$2,868.28 #The annual fee depends on the type and size of facility: #The minimum fee is \$956.09 per year. #Fees can range from \$100 for hardship facilities to tens of thousands of dollars for the largest facilities.                              | Every five years.  |  | No                                     |

| Agency                | License Title   | Purpose   | How to Submit  | Application  | Processing Time   | Fees  | License Renewal   | Related Online Resources and Comments  | Is this license available through BLS? |
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| Department of Ecology | Transporter of Recyclable Materials Registration  | To allow a business to transport recyclable materials.  | Fill out the registration form on Ecology's website and submit to Ecology.   | Registration for transporters of recyclable materials  | No processing time.   | None  | One time only.  |  | No                                     |
| Department of Ecology | Underground Injection Control (UIC) Well Registration for Industrial or Commercial Facilities | To protect ground water quality by regulating discharges from Underground Injection Control (UIC) wells.  | Complete registration using Ecology's UIC Web registration. Paper copies available if internet access is not. UIC coordinator reviews registration. If rule is met, they send out a rule authorization letter or email.  | Underground injection control well registration requirements & information   | Within 60 days (WAC 173-218).   | None  | Good for the life of the UIC well unless the use of the well or discharge type has changed.   | Sites are considered registered as soon as the form is completed but rule authorization or a permit issued is required to use a UIC well. More than 40,000 UIC wells are currently registered. More than one well can be registered on a form. | No                                     |
| Department of Ecology | Underground Storage Tank License  | To demonstrate compliance with the requirements and give notice that the annual tank fees have been remitted.   | Apply online using the Business License Application and UST Addendum or mail hard copies to Department of Revenue.   | Underground storage tank   | Approximately two weeks   | \$192.58 - Per tank   | Every year  |  | Yes                                    |
| Department of Ecology | Upland Fin-Fish Hatching and Rearing General Permit   | To control the discharge of pollutants from upland hatcheries into state waters.  | Submit signed form (electronic or paper). Applicant must certify that it has met SEPA (new facilities) and public notice requirements.   | Upland Fin-Fish Hatching & Rearing General Permit  | 60 days (as noted in WAC 173-226-200).  | Annual Discharge Permit Fees are identified in WAC 173-224 (amended every five years).  | Valid until expiration date, a maximum of five years.   | Permit processing time is within 60 days and includes 30-day public notice. Access information regarding this permit.  | No                                     |
| Department of Ecology | Used Vehicle Battery Collector License  | To authorize a business to collect used vehicle batteries.  | There is currently no application. Ecology plans to revise the rules for this license.   |  |   | No fee  |   | WAC 173-331  | No                                     |
| Department of Ecology | Waste Discharge Permit to Discharge Industrial Wastewater to a Publicly-Owned Treatment Works | To regulate the quantity and concentration of pollutants to Washington's municipal waters from non-domestic sources outside the service areas of municipalities delegated authority to implement this permit program under RCW 90.48.165.   | Submit signed form (electronic or paper) to Ecology. Applicant must ensure Section J is signed by an official of the local sewer utility and treatment works. Note: Sometimes persons completing this application get stuck because they don't know if they discharge to a publicly owned treatment works (POTW) which has been delegated the authority to issue pretreatment permits. In such cases they may do one of the following: Call the contact listed on the sewer bill. Complete the application up to Section J (near the end) where it asks for endorsement by the servicing POTW official. When POTWs receive a request to endorse an application, they will inform the applicant if they, rather than Ecology, are the Control Authority for pretreatment permits that serves their address. The information such delegated programs need to make permitting decisions is generally similar to what Ecology's form requires, but formats vary. | Application for a State Waste Discharge Permit to Discharge Industrial Wastewater to a Publicly-Owned Treatment Works (POTW) If applying, also contact your Ecology regional office. | 60 days (per ORA website as noted in WAC 173-216-070).  | First time applicants pay an application fee. Application fees and annual Discharge Permit Fees are identified in WAC 173-224 (amended every two years).  | Valid until the expiration date, a maximum of five years. Reapplication is due when specified in the permit, or for temporary permits, at least 60 days prior to when the term of a temporary permit would be five years per RCW 90.48.190. | More information.  | No                                     |
| Department of Ecology | Waste Tire Carrier License  | To allow any business to transport tires that are no longer usable.   | Submit the license application to DOR with the fees. Then, send \$10,000 bond to Ecology.  | Waste tire carrier<br>Waste carrier cab card   | Depends on the applicant but it can be less than two weeks after application. Getting the bond paperwork to Ecology can sometimes cause delay.  | \$200 - Per location Waste Tire Carrier license fee \$50 - Per transport vehicle \$10,000 - Bond required   | Every year  |  | Yes                                    |
| Department of Ecology | Waste Tire Storage Site Owner License   | To allow any business to store more than 800 passenger waste tires or 8 tons of waste tires if each individual tire weighs less than 500 pounds. To allow any business to store more than 20 tons of heavy equipment waste tires if each individual tire weighs 500 pounds or more. For the purpose of this license, waste tires are tires not suitable for their original intended purpose due to wear, damage or defect. This license may not be required if the solid waste handling permit issued by the local jurisdiction meets the substantive requirement of WAC 173-350-350. | This requires a WAC 173-350 permit from a local health department if the number of waste tires exceeds 800 tires (or 8 tons). The application and permit fees will vary by health department. Apply online using the Business License Application or mail hard copies to Department of Revenue.  | Waste Tire Storage Site  | It depends on the completeness of the application filed at the local health department, and if there are other local permit requirements. Local health departments have 45 days to review a received application and Ecology has 45 days to review and comment once received. So, 90 or less days could be the shortest amount of time. | \$250 - Waste Tire Storage Site Owner License Fee Local health department fees vary. A bond is required set at the cost of a third party to haul of the maximum amount of tires permitted to be stored at the facility. | Every year  |  | Yes                                    |
| Department of Ecology | Wastewater Discharge Permit to Discharge Industrial Wastewater to Ground Water                | To regulate the quantity and concentration of pollutants to Washington's ground waters.   | Submit signed form (electronic or paper). Applicant must certify that it has met SEPA (new facilities).  | Discharge limits for domestic wastewater facilities  | 60 days (per ORA website as noted in WAC 173-216-070).  | First time applicants pay an application fee. Application fees and annual Discharge Permit Fees are identified in WAC 173-224 (amended every two years).  | Valid until expiration date, a maximum of five years.   |  | No                                     |
| Department of Ecology | Wastewater Operator Certification (WW)  | To ensure operators have the knowledge and experience to operator a wastewater treatment plant.   | Submit completed application and fee to Ecology's fiscal office.   | Wastewater Operator Certification Program  | No average. Certification is issued when applicant passes the exam.   | Annual Certification Fees are described in WAC 173-230 (amended every two years).   | Every year by Dec. 31.  | Wastewater Operator Certification Program  | No                                     |

| Agency                               | License Title   | Purpose  | How to Submit   | Application  | Processing Time  | Fees   | License Renewal  | Related Online Resources and Comments  | Is this license available through BLS? |
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| Department of Ecology                | Water Right Permit (Permit to Withdraw or Divert Surface or Ground Water)         | To legally authorize use of a defined quantity of public water for a designated purpose. Any commercial or industrial use in excess of 5,000 gallons per day groundwater; any quantity surface water   | Send the application, fee, and supporting documentation to: The Department of Ecology Cashiering Unit PO Box 47611 Olympia WA 98504-7611  | Application for a New Water Right Water rights   | Varies depending on project complexity and order received (as noted in WAC 173-152-030).   | Minimum: \$50 @cubic foot per second (cfs); \$1/.01 Per acre-foot of storage for new water-storage projects: \$2 Maximum fee to appropriate or store water: \$25,000 | Water Rights are property rights issued in perpetuity, subject to requirements of diligence and beneficial use.  | Pre-application Consultation: Application fees are non-refundable. Before you spend money and effort to prepare a water right application, we strongly encourage you to engage in pre-application consultation with Department of Ecology staff. We want to understand your water supply needs, and give you our perspective on risks, opportunities, and alternatives. For more information, see water rights permits. Three basic fees are collected for filing and examination of an application, recording a permit, and recording a certificate. Other fees are charged for extensions of time, changing an existing right construction of a reservoir, and minor actions. Note that 80 percent of the fee is deposited in GFS and 20 percent will be deposited into the Water Rights Tracking System Acct. | No                                     |
| Department of Ecology                | Zostera Japonica Management on Commercial Clam Beds in Willapa Bay General Permit | To cover the discharge of products used to control aquatic plants and algae in Washington waters. To allow treatment of nuisance emergent plants along roadsides and ditch banks.  | Submit online application form and send in signed paper copy. Applicant must certify that it has met public notice requirements.  | Zostera japonica management on commercial clam beds in Willapa Bay General Permit  | Minimum of 45 days.  | Annual Discharge Permit Fees are identified in WAC 173-224 (amended every two years).  | Valid until the expiration date, a maximum of five years. The permittee must reapply for coverage under this general permit at least one hundred and eighty (180) days prior to the specified expiration date of this general permit. An expired general permit and coverage under the permit continues in force and effect until Ecology issues a new general permit or until Ecology cancels it. Only those permittees that reapply for coverage are covered under the continued permit. | Zostera japonica management on commercial clam beds in Willapa Bay General Permit  | No                                     |
| Department of Financial Institutions | Broker Dealer Registration  | To allow a securities broker-dealer to transact business in the State of Washington. Any person engaged in the business of effecting transactions in securities.   | Must apply through the Central Registration Depository (CRD), a nationwide licensing system operated by FINRA.  | Securities Broker Dealers  | Varies depending on the time applicant takes to remedy application deficiencies, pass qualifying exams and obtain FINRA and/or home state approval as appropriate. | \$160 - Initial registration \$85 - Annual renewal   | Calendar year-end renewal.   | Processing time varies.  | No                                     |
| Department of Financial Institutions | Business Development Company Registration   | Allows businesses to charter and operate business development companies.   | Contact the Division of Banks Department of Financial Institutions  | The application process is comprehensive and somewhat lengthy. It is important for DOB to gather a significant amount of information to ascertain whether the proposed new business development company could be successful. | Minimum 120 days   | There is an hourly charge based on time it takes to review and investigate the application.  | None   | Applications involve numerous pieces of information and forms. There is not just one spot where you can go to get an application. We meet with organizers before an application is even started to discuss their business plan.  | No                                     |
| Department of Financial Institutions | Business Opportunity Registration Permit  | To allow the sale or lease of a business opportunity within the State of Washington.   | File the application with the Securities Division, including the required fee.  | Business Opportunities Application Business Opportunities  | Within 30 days.  | \$200 - Registration \$125 - Renewal \$30 - Amendment(s)   | Valid for one year.  | Processing time varies.  | No                                     |
| Department of Financial Institutions | Check Casher/Small Loan Endorsement - Branch Office License                       | Required for each location where a licensee engages in the business of cashing checks, drafts, or small loans.   | Must apply through a nationwide licensing system.   | Check Casher License   | 10 days  | \$345.05 - Check casher \$517.58 - Check casher with Small Loan Endorsement  | None   | Check Cashers and Payday Lenders Licensing NMLS Resources Center   | No                                     |
| Department of Financial Institutions | Check Casher/Small Loan Endorsement/Small Loan Agent Company License              | Required of any company that, for compensation, engages in whole or in part, in the business of cashing checks, drafts, money orders, or other commercial paper serving the same purpose; engaged in the business of making small loans as specified in RCW 31.45.073; engaged in the business of providing small loan agent services. | Must apply through a nationwide licensing system except for the Small Loan Agent license - apply directly to the Department.  | Check Casher with Small Loan Endorsement   | 25 days  | \$690.10 - Check casher \$1,035.15 - Check casher with Small Loan Endorsement \$690.10 - Small Loan Agent and \$15 credit report                                     | None   | Check Casher and Payday Lender Licensing NMLS Resource Center  | No                                     |
| Department of Financial Institutions | Commercial Bank Charter (Registration)  | Allows the operation of a state chartered commercial bank.   | The application process is comprehensive and somewhat lengthy. It is important for Division of Banks Division to gather a significant amount of information to ascertain whether the proposed new bank could be successful. | Contact the Division of Banks Division of Financial Institutions for Applications and Forms for Banks.   | Minimum 120 days.  | There is an hourly charge based on time it takes to review and investigate the application.  | None   | Applications involve numerous pieces of information and forms. There is not just one location where you can go to get an application. We meet with organizers before an application is even started to discuss their business plan. Applications and Forms for Banks.  | No                                     |

| Agency                               | License Title                          | Purpose  | How to Submit  | Application   | Processing Time  | Fees  | License Renewal                | Related Online Resources and Comments   | Is this license available through BLS? |
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| Department of Financial Institutions | Commodity Broker Dealer                | To allow the sale of off-exchange commodities contracts in Washington State. Broker-dealers investing and selling off-exchange transactions in commodities.  | Contact the Securities Division to obtain application. Commodities.  | Does not apply, due to federal preemption in this area.   | Does not apply. No current licenses due to federal preemption.   | \$200 - License \$100 - Branch office (each office) \$100 - Annual \$50 - Branch office fee (each office)                     | Valid for one year.            | Most commodities are traded on national exchanges. These types of investments, and the persons who sell them, are regulated by the Commodity Futures Trading Commission and the self-regulatory organization over which it has oversight, the National Futures Association. In 1986, the Legislature adopted RCW 21.30, the Commodity Transactions Act (our version of the Model State Commodity Code), to regulate certain off-exchange transactions in commodities. Persons who deal in transactions that come under the Act are required to register as commodity broker-dealers. It has been several years since anyone has been registered as a commodities broker-dealer. The Act has been used primarily as an enforcement tool against fraudulent offers. | No                                     |
| Department of Financial Institutions | Consumer Loan Company - Branch License | Required for each fixed physical location representing a licensed Consumer Loan Company.   | Must apply through a nationwide licensing system.  | Consumer Loan Company License   | 10 days  | \$584.46 - Application  | None                           | Consumer Loan Company Licensing NMLS Resource Center  | No                                     |
| Department of Financial Institutions | Consumer Loan Company License          | Required of any company engaged in the business of making secured or unsecured loans of money, credit, or things in action, to Washington residents, servicing student loans obligating Washington residents, servicing residential mortgage loans secured by Washington residential real estate or obligating Washington residents, and engaging in third party processing or underwriting. Also includes Student Education Loan Servicers.   | Must apply through a nationwide licensing system.  | Consumer Loan Company License   | 25 days  | \$1,062.21 - Application \$36.26 - Fingerprint card processing (for direct owner/executive officerA) \$15 - Credit report     | None                           | Consumer Loan Companies Licensing NMLS Resource Center  | No                                     |
| Department of Financial Institutions | Credit Union Charter License           | To allow the operation of state-chartered credit unions in the State of Washington. Government chartered and supervised member-owned cooperative thrift and loan services.   | The application process is comprehensive and somewhat lengthy. It is important for DCU to gather a significant amount of info. to ascertain whether the proposed new CU could be successful. | How to Start a Washington State-Chartered Credit Union  | Varies, depending on the amount of donated capital, earning potential of the new CU, the abilities of the proposed mgt. team, etc. | No application fee. Note: Semi-annual asset assessment fee after beginning operations and more than \$500,000 in assets.      | None                           | An application to start a new credit union must also be approved by the National Credit Union Administration for federal deposit insurance (See RCW 31.12.408). No statutory requirement for processing time for state approval or denial of application; typically 30 to 60 days.  | No                                     |
| Department of Financial Institutions | Currency Exchanger License             | Required of any company exchanging the money of one government for money of another government, or holding oneself out as able to exchange the money of one government for money of another government.  | Must apply through a nationwide licensing system.  | Currency Exchanger License  | 45 days  | \$1,000 - Main office \$36.25 - Fingerprint card processing \$15 - Credit report \$100 and up for 3rd Party background checks | Every year July 1.             | Money Transmitters and Currency Exchangers Welcome to NMLS  | No                                     |
| Department of Financial Institutions | Designated Broker Registration         | This registration is required for the individual at the licensed Mortgage Broker who is responsible for ensuring the company and its staff are in compliance with applicable state and federal requirements.   | Must apply through a nationwide licensing system.  | Mortgage Brokers License  | 25 days  | Application and renewal fees are included with Mortgage Broker License.   | Annually on or before Dec. 31. | Mortgage Broker Licensing NMLS Resource Center  | No                                     |
| Department of Financial Institutions | Escrow Agent - Branch Locations        | Required for each fixed physical location representing a licensed Escrow Agent Business.   | On paper, by mail.   | Escrow Agent and Officer Licensing  | 25 days  | \$386.55 - Application \$386.55 - Renewal   | Annually on or before Dec. 31. | Escrow Agent and Officer Licensing  | No                                     |
| Department of Financial Institutions | Escrow Agent License                   | Required of any company engaged in the business of performing any transaction wherein any person or persons, for the purpose of effecting and closing the sale, purchase, exchange, transfer, encumbrance, or lease of real or personal property to another person or persons, delivers any written instrument, money, evidence of title to real or personal property, or other thing of value to a third person to be held by such third person until the happening of a specified event or the performance of a prescribed condition or conditions, when it is then to be delivered by such third person, in compliance with instructions under which he or she is to act, to a grantee, grantor, promise, promisor, obligee, obligor, lessee, lessor, bailee, bailor, or any agent or employee thereof. | On paper, by mail.   | Escrow Agent Licensing  | 25 days  | \$386.55 - Application \$386.55 - Renewal \$36.25 - Fingerprint card processing   | Annually on or before Dec. 31. | Escrow Agent Licensing  | No                                     |
| Department of Financial Institutions | Escrow Officer License                 | Required of any person handling escrow transactions and licensed as such by the director.  | Original paper license by mail.  | Escrow Officer Licensing  | 10 days  | \$179.26 - Application \$36.25 - Fingerprint card processing \$179.26 - Renewal   | Valid for one year.            | Escrow Officer Licensing  | No                                     |
| Department of Financial Institutions | Establish an Alien Bank (Registration) | To allow the operation of an alien bank, branch bureau or representative office in the State of Washington.  | Contact the Division of Banks Department of Financial Institutions.  | The application process is comprehensive and somewhat lengthy. It is important for DOB to gather a significant amount of information to ascertain whether the proposed Alien bank should be allowed to do business in Washington State. | 90 days minimum  | There is an hourly charge based on time it takes to review and investigate the application.                                   | None                           | Applications involve numerous pieces of information and forms. There is not just one spot where you can go to get an application. We meet with organizers before an application is even started to discuss their business plan.   | No                                     |

| Agency                               | License Title                                       | Purpose  | How to Submit  | Application  | Processing Time  | Fees  | License Renewal  | Related Online Resources and Comments   | Is this license available through BLS? |
|--------------------------------------|---|--|--|--|--|---|--|---|--|
| Department of Financial Institutions | Franchise Broker Registration                       | To allow a franchise broker to transact business in Washington State. Directly or indirectly engaging in the business of the offer or sale of franchises.  | File the application with the Securities Division, including the required fee.                           | Application for Franchise Broker Registration<br>#Franchises FAQs  | Within 15 days.  | \$50 - Initial registration \$25 - Annual renewal   | Valid for one year.                                    | Processing time varies.   | No                                     |
| Department of Financial Institutions | Franchise Registration Permit                       | To allow the offer or sale of franchises in Washington State.  | Franchise Registration Application #Franchises   | File the application with the Securities Division, including the required fee.   | Within 30 days.  | \$600 - Registration \$100 - Renewal \$100 - Amendment(s)   | Valid for one year.                                    | Processing time varies.   | No                                     |
| Department of Financial Institutions | Investment Adviser Registration                     | To allow an investment adviser to transact business in Washington State. Directly or indirectly engaging in the business of advising others as to the value of securities or as to the advisability of investing in, purchasing, or selling securities or issuing reports concerning securities for compensation.  | Must apply through the Investment Adviser Registration Depository (IARD), a nationwide licensing system. | NASAA Form ADV<br>Investment Adviser Registration  | Varies depending on the time applicant takes to remedy application deficiencies, pass qualifying exams and obtain approval from home state, if out-of-state applicant. | \$160 - Initial registration \$85 - Each annual renewal   | Calendar year-end renewal.                             | Processing time varies.   | No                                     |
| Department of Financial Institutions | Investment Adviser Representative Registration      | To allow an investment adviser representative to transact business in Washington State.  | Must apply through the Investment Adviser Registration Depository (IARD), a nationwide licensing system. | Uniform Application for Securities Industry Registration or Transfer<br>Investment Adviser Representative Registration   | Varies depending on the time applicant takes to remedy application deficiencies, pass qualifying exams and obtain approval from home state, if out-of-state applicant. | \$50 - Initial registration \$30 - Each annual renewal  | Calendar year-end renewal.                             | Processing time varies.   | No                                     |
| Department of Financial Institutions | Money Transmitter License                           | Required for any company engaged in the business of receiving money or its equivalent value to transmit, deliver, or instruct to be delivered to another location inside or outside the United States; or selling, issuing or act as an intermediary for open loop stored value devices and payment instruments, or any independent entity that holds or administers a dedicated bank account for fees and payments to creditors, debt collectors, debt adjusters, or debt adjusting agencies in connection with the renegotiation, settlement, reduction, or other alteration of the terms of payment or other terms of a debt. | Must apply through a nationwide licensing system.  | State Licensing Requirements   | 45 days  | \$1,000 - Main office \$36.25 - Fingerprint card processing \$15 - Credit report                                      | Every year July 1.                                     | Money Transmitter or Currency Exchange Licensing #MMLS  | No                                     |
| Department of Financial Institutions | Mortgage Broker - Branch License                    | Required for each fixed physical location representing a licensed Mortgage Broker company offering to originate mortgage loans for Washington residents or secured by Washington property or for the supervisor over underwriters and processors.  | Must apply through a nationwide licensing system.  | State Licensing Requirements   | 10 days  | \$185 - Application \$530 - Renewal   | License must be renewed annually on or before Dec. 31. | Mortgage Brokers #MMLS Resource Center  | No                                     |
| Department of Financial Institutions | Mortgage Broker License                             | Required for any company that for compensation or gain, or in the expectation of compensation or gain: (a) assists a person in obtaining or applying to obtain a residential mortgage loan or (b) holds itself out as being able to assist a person in obtaining or applying to obtain a residential mortgage loan or engages in third party processing or underwriting.   | Must apply through a nationwide licensing system.  | State Licensing Requirements   | 25 days  | \$901 - Application \$36.25 - Fingerprint card processing \$15 - Credit report \$530 - Renewal                        | License must be renewed annually on or before Dec. 31. | Mortgage Broker Licensing #MMLS Resource Center   | No                                     |
| Department of Financial Institutions | Mortgage Loan Originator License                    | Required for: (1) individuals originating loans for licensed mortgage Brokers and Consumer Loan Companies (2) independent contractor processors representing licensed or exempt Mortgage Brokers and Consumer Loan Companies (3) Individuals originating loans for a Credit Union Service Organizations (4) managers directly supervising WA MLOs or underwriters and processors   | Must apply through a nationwide licensing system.  | State Licensing Requirements   | 10 days  | \$125 - Application \$36.25 - Fingerprint card processing \$15 - Credit report \$125 - Renewal                        | License must be renewed annually on or before Dec. 31. | Mortgage Loan Originators #MMLS Resource Center   | No                                     |
| Department of Financial Institutions | Mutual or Stock Savings Bank Charter (Registration) | To allow the operation of a state chartered mutual or stock savings bank.  | Contact the Division of Banks Department of Financial Institutions.                                      | The application process is comprehensive and somewhat lengthy. It is important for DOB to gather a significant amount of information to ascertain whether the proposed new bank could be successful. | Minimum 120 days.  | There is an hourly charge based on time it takes to review and investigate the application.                           | None   | Applications involve numerous pieces of information and forms. There is not just one spot where you can go to get an application. We meet with organizers before an application is even started to discuss their business plan. | No                                     |
| Department of Financial Institutions | Securities Registration by Coordination Permit      | Allows the offer or sale of any securities in an offering that is registered federally and that is not of a federal covered security or an exempt securities offering.   | File the application with the Securities Division, including the required fee.                           | Uniform Application to Register Securities<br>Options for Raising Capital through a Securities Offering in Washington  | 10 business days assuming SEC effective and no proceeding pending; per RCW 21.20.190.  | \$100 for first \$100,000 offered in this state plus 1/40th of 1% of the amount over \$100,000 offered in this state. | Valid for one year.                                    | Processing time varies.   | No                                     |
| Department of Financial Institutions | Securities Registration by Qualification Permit     | Allows the offer or sale of securities in Washington State in an offering that is not registered federally and that is not of a federal covered security or an exempt securities offering.   | File the application with the Securities Division, including the required fee.                           | Registration by Qualification<br>Options for Raising Capital through a Securities Offering in Washington   | 15 business days per RCW 21.20.230   | \$100 for first \$100,000 offered in this state plus 1/20th of 1% of the amount over \$100,000 offered in this state. | Valid for one year.                                    | Processing time varies.   | No                                     |

| Agency                               | License Title  | Purpose  | How to Submit   | Application  | Processing Time  | Fees  | License Renewal               | Related Online Resources and Comments   | Is this license available through BLS? |
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| Department of Financial Institutions | Securities Salesperson of a Broker-Dealer Registration   | To allow a securities salesperson to transact business in the State of Washington. Any individual, other than a broker-dealer, who represents a broker-dealer in effecting sales of securities.        | Must apply through the Central Registration Depository (CRD), a nationwide licensing system operated by FINRA   | Uniform Application for Securities Industry Registration or Transfer Registration Requirements for FINRA Member Firms and Salespersons   | Varies depending on the time applicant takes to remedy application deficiencies, pass qualifying exams and obtain FINRA and/or home state approval as appropriate. | \$50 - Each individual \$30 - Each annual renewal   | Calendar year-end renewal.    | Processing time varies.   | No                                     |
| Department of Financial Institutions | Securities Salesperson of an Issuer                      | To allow a securities salesperson of an issuer to transact business in the State of Washington. Any individual, other than a broker-dealer, who represents an issuer in effecting sales of securities. | File the application with the Securities Division, including the required fee.  | Uniform Application for Securities Industry Registration or Transfer Registration Requirements for Non-FINRA Broker Dealers and Salespersons   | 30 days  | \$50 - Each individual \$30 - Each annual renewal   | Valid for one year.           | Processing time varies.   | No                                     |
| Department of Financial Institutions | Small Business Administration 7(a) Lender (Registration) | To allow a small business 7(a) lender to do business in the State of Washington.   | Contact the Division of Banks Department of Financial Institutions.   | The application process is comprehensive and somewhat lengthy. It is important for DOB to gather a significant amount of information to ascertain whether the proposed new SBA lender could be successful. | 90 days minimum.   | There is an hourly charge based on time it takes to review and investigate the application. | None                          | Applications involve numerous pieces of information and forms. There is not just one location where you can go to get an application. We meet with organizers before an application is even started to discuss their business plan.                   | No                                     |
| Department of Financial Institutions | Tax Refund Anticipation Loan Facilitators Registration   | To allow the establishment and operation of tax refund anticipation loan facilitation in Washington State. Businesses providing tax refund anticipation loans.   | On paper by mail.   | Tax Refund Anticipation Loan Facilitators Registration   | Three days.  | \$35 - Registration, per filing location (EFIN)   | Valid for one year.           | Tax Refund Anticipation Loan Facilitators   | No                                     |
| Department of Financial Institutions | Trust Company Charter (Registration)                     | Allows the operation of a state chartered trust company.   | The application process is comprehensive and somewhat lengthy. It is important for the Division of Banks to gather a significant amount of information to ascertain whether the proposed new trust company could be successful. | Contact the Division of Banks, Department of Financial Institutions  | Minimum 120 days.  | There is an hourly charge based on time it takes to review and investigate the application  | None                          | Applications involve numerous pieces of information and forms. There is not just one location where you can find an application. We meet with organizers before an application is even started to discuss their business plan. Visit Trust Companies. | No                                     |
| Department of Fish & Wildlife        | Alternate Operator                                       | Authorizes transfer of one operator to another.  | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Application to: Department of Fish & Wildlife - Commercial Licensing PO Box 43154 Olympia, WA 98504   | Alternate Operator Application for the Year  | Five to ten days from the date the application is received.  | \$255 - Resident \$640 - Non-Resident   | As needed.                    |   | No                                     |
| Department of Fish & Wildlife        | Application for License Transfer                         | Transfer of license from one person to another.  | Make fees payable to Department of Fish & Wildlife (WDFW). Mail with application to: Department of Fish & Wildlife - Commercial Licensing PO Box 43154 Olympia, WA 98504-3154   | License Transfer Application for the Year  | Five to ten days from the date the application is received.  | Fees varies see the application for amounts.  | As needed                     |   | No                                     |
| Department of Fish & Wildlife        | Aquatic Farm   | To register any aquaculture operation. Any business that engages in aquaculture, including those culturing food fish, shellfish, and certain aquatic animals.  | Make fees payable to Department of Fish & Wildlife (WDFW). Mail application to: Department of Fish & Wildlife License Division PO Box 43154 Olympia WA 98504-3154   | Aquatic Farm Registration  | Five to ten days from the date the application is received.  | \$105 - Application only  | Annually                      |   | No                                     |
| Department of Fish & Wildlife        | Baitfish Lampara   | Authorizes the taking of anchovy using specified gear in designated Washington waters  | Make fees payable to Department of Fish and Wildlife (WDFW). Mail application to: Department of Fish & Wildlife - Commercial Licensing PO Box 43154 Olympia, WA 98504   | Application for Commercial Fishery License for the Year (BF - LAMP)  | Five to ten days from the date the application is received.  | \$405 - Resident \$790 - Non-Resident   | Annually                      |   | No                                     |
| Department of Fish & Wildlife        | Baitfish Purse Seine                                     | Authorizes the taking of anchovy & smelt using specified gear in designated Washington waters.   | Make fees payable to Department of Fish & Wildlife (WDFW). Mail applications directly to: Department of Fish & Wildlife - Commercial Licensing PO Box 43154 Olympia, WA 98504-3154  | Application for Commercial Fishery License for the Year (BF - PURSE SEINE)   | Five to ten days from the date the application is received.  | \$450 - Resident \$835 - Non-Resident   | Annually                      |   | No                                     |
| Department of Fish & Wildlife        | Bottom Fish Troll or Bottom Fish Pot                     | Authorizes the taking of bottom fish using specified gear in designated Washington waters.   | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Applications to: Department of Fish and Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504  | Application for Commercial Fishery License for the Year Bottom Fish Pot Application  | Five to ten days from the date the application is received.  | \$250 - Resident \$635 - Non-Resident   | First of every calendar year. |   | No                                     |
| Department of Fish & Wildlife        | Burrowing Shrimp   | Authorizes the taking of ghost or mud shrimp using specified gear in designated Washington waters.   | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Application to: Department of Fish & Wildlife - Commercial Licensing PO Box 43154 Olympia, WA 98504   | Application for Commercial Fishery License for the Year (BUR-SHR)  | Five to ten days from the date the application is received.  | \$340 - Resident \$725 - Non-Resident   | Annually                      |   | No                                     |
| Department of Fish & Wildlife        | Carp   | Authorizes the taking of carp using specified gear in designated Washington waters.  | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Application to: Department of Fish & Wildlife - Commercial Licensing PO Box 43154 Olympia, WA 98504-3154  | Application for Commercial Fishery License for the Year (CARP)   | Five to ten days from the date the application is received.  | \$250 - Resident \$635 - Non-Resident   | Annually                      |   | No                                     |



| Agency                        | License Title   | Purpose  | How to Submit   | Application  | Processing Time   | Fees   | License Renewal | Related Online Resources and Comments | Is this license available through BLS? |
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| Department of Fish & Wildlife | Change of Angler (Angler Transfer - Charter Salmon)             | Authorizes the angler permits, all or a portion of, to be transferred to another salmon charter license holder (no new licenses may be issued). Charter boats used for salmon fishing by transferring an existing license.             | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Application to: Department of Fish and Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504-3154        | Application for Change of Angler Permit Certificates (Decals)  | Five to ten days from the date the application is received. | \$125 - Resident \$125 - Non-Resident  | As needed       |                                       | No                                     |
| Department of Fish & Wildlife | Coastal Pilchard (Sardine)                                      | Authorizes the taking of sardine in Washington waters.   | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Application to: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504-3154          | Application for Commercial Fishery License for the Year  | Five to ten days from the date the application is received. | \$440 Resident Renewal \$825 Non-Resident Renewal  | Annually        |                                       | No                                     |
| Department of Fish & Wildlife | Coastal Spot Shrimp   | Authorizes the taking of shrimp using specified gear within Puget Sound.   | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Application to: Department of Fish & Wildlife Commercial Licensing Division PO Box 43154 Olympia, WA 98504-3154 | Application for Commercial Fishery License for the Year  | Five to ten days from the date the application is received. | \$405 Resident Renewal \$790 Non-Resident Renewal \$1,277.50 Resident Transfer \$2,625 Non-Resident Transfer   | Annually        |                                       | No                                     |
| Department of Fish & Wildlife | Columbia River Smelt and/or Smelt Dip Bag and/or Smelt Gill Net | Authorizes the taking of smelt using specified gear within Columbia River and tributaries.   | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Application to: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504               | Application for Commercial Fishery License for the Year (SMELT-CR) Application for Commercial Fishery License for the Year (SMELT-GN) Application for Commercial Fishery License for the Year (SMELT-DB) | Five to ten days from the date the application is received. | Columbia River Smelt: \$500 - Resident \$885 - Non-Resident Smelt-Dip Bag Net: \$250 - Resident \$635 - Non-Resident Smelt Gill Net: \$535 - Resident \$920 - Non-Resident | Annually        |                                       | No                                     |
| Department of Fish & Wildlife | Commercial Fishery  | To regulate the taking of and sale to licensed wholesale dealers of food fish (other than salmon, except for by using specified gear in specific locations) and shellfish (other than geoducks and razor clams). Commercial fishermen. | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Application to: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504-3154          | Open entry commercial licenses   | Five to ten days from the date the application is received. | Commercial and specialized license fees  | Annually        |                                       | No                                     |
| Department of Fish & Wildlife | Commercial Harvest for Wild Shellfish                           | To regulate commercial razor clam harvests. Commercial Wild Shellfish Fishermen.   | Make Fees Payable to Department of Fish and Wildlife (WDFW). Mail Application to: Department of Fish & Wildlife License Division PO Box 43154 Olympia WA 98504-3154             | Application for Commercial Harvest of Wild Shellfish for the Year (ECF-Wild Shellfish)   | Five to ten days from the date the application is received. | \$440 - Resident \$515 - Non-Resident  | Annually        |                                       | No                                     |
| Department of Fish & Wildlife | Commercial Harvesting and Cultivating on Private Land           | Authorizes commercial harvest & cultivating for wild shellfish on private land.  | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Application to: Department of Fish & Wildlife License Division PO Box 43154 Olympia, WA 98504-3154              | Application for Commercial Harvest of Wild Shellfish for the Year (ERF-Wild Shellfish) Commercial Harvesting and Cultivation on Private Land   | Five to ten days from the date the application is received. | \$440 - Resident \$515 - Non-Resident  | As needed.      |                                       | No                                     |
| Department of Fish & Wildlife | Commercial Razor Clam for Detached Willapa Spits                | Authorizes the taking of razor clams for commercial purposes in the Detached Willapa Bay Spits only.   | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Application to: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504-3154          | Commercial Razor Clam Fishery Razor Clam Application for Detached Willapa Spits for the Year   | Five to ten days from the date the application is received. | \$285 - Resident \$670 - Non-Resident  | Annually        |                                       | No                                     |
| Department of Fish & Wildlife | Crewmember - Albacore crew                                      | License for albacore crew member.  | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Application to: Department of Fish & Wildlife License Division PO Box 43154 Olympia, WA 98504-1091              | Miscellaneous fees: Crew member (Albacore only) Crew member - albacore crew  | Five to ten days from the date the application is received. | \$35 - Resident and Non-resident Crewmember - sold in the WILD system for: \$40.50 - Non-Resident  | As needed.      |                                       | No                                     |
| Department of Fish & Wildlife | Crewmember - Undesignated Annual Commercial Crew                | License for undesignated crewmember.   | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Application to: Department of Fish & Wildlife License Division PO Box 43154 Olympia, WA 98504-1091              | Application for Undesignated Crewmember License(s) for the Year  | Five to ten days from the date the application is received. | \$35 - Resident \$110 - Non-Resident Crewmember - sold in the WILD system for: \$40.50 - Resident \$123.00 - Non-Resident  | As needed       |                                       | No                                     |
| Department of Fish & Wildlife | Dungeness Crab (Coastal)  | Authorizes the taking of Coastal crab using specified gear and only in designated Washington waters and offshore waters (outside the three mile limit).  | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Applications to: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504-43154        | Application for Commercial Fishery License for the Year  | Five to ten days from the date the application is received. | \$570 - Resident \$955 - Non-Resident \$605 - Resident Transfer \$605 - Non-Resident Transfer  | Annually        |                                       | No                                     |
| Department of Fish & Wildlife | Dungeness Crab (Puget Sound)                                    | Authorizes the taking of Dungeness Crab using specified gear within Puget Sound.   | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Applications to: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504              | Application for Commercial Fishery License for the Year  | Five to ten days from the date the application is received. | \$285 - Resident \$670 - Non-Resident \$735 - Resident Transfer \$2,082.50 - Non-Resident Transfer   | Annually        |                                       | No                                     |

| Agency                        | License Title   | Purpose   | How to Submit   | Application  | Processing Time   | Fees  | License Renewal  | Related Online Resources and Comments | Is this license available through BLS? |
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| Department of Fish & Wildlife | Emergency Salmon Delivery   | Authorizes a person, who does not qualify for a salmon delivery license, to obtain a nontransferable emergency salmon delivery license to make one delivery of salmon in off shore waters (outside the 3 mile limit). The WDFW director determines a bona fide emergency.                                 | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Applications to: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504                      | Application for Commercial Fishery License for the Year                      | Five to ten days from the date the application is received. | \$380 - Resident License \$765 - Non-Resident License   | As needed.   |                                       | No                                     |
| Department of Fish & Wildlife | Fish Dealer   | A business engaging in commercial dealing of food fish or shellfish within Washington state.  | Make fees payable to Dept. of Fish & Wildlife (WDFW). Mail Application to: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504                            | Application for Fish Dealer License for the Year                             | Five to ten days from the date the application is received. | \$505 - Resident \$890 - Non-Resident   | Annually   |                                       | No                                     |
| Department of Fish & Wildlife | Fish Stocking - Finfish   | To stock live fin fish, viable eggs, or gametes. Any business that stocks live fish products within the state.  | Mail permit application to: Washington Department of Fish and Wildlife PO Box 43150 Olympia, WA 98504-3150  | Fish stocking and transport permits  | Five to ten days from the date the application is received. | \$94  | As needed.   |                                       | No                                     |
| Department of Fish & Wildlife | Fish Transport - Finfish  | To import, export, or transfer live fin fish, viable eggs, or gametes. Any business that imports, exports, or transfers live fish products within the state.  | Mail permit application to: Washington Department of Fish and Wildlife PO Box 43150 Olympia, WA 98504-3150  | Fish Stocking and Transport Permits Fish Transport Application/Permit        | Five to ten days from the date the application is received. | \$94  | As needed.   |                                       | No                                     |
| Department of Fish & Wildlife | Food Fish and/or Game Fish Guide                                    | A game fish guide license allows the holder to offer or perform the services of a game fish guide in the taking of game fish. A game fish guide license purchased by a person, firm, or business on behalf of an employee is subject to RCW 77.65.600.  | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Application to: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504                       | Application for Commercial Fishing Guide License for the Year                | Five to ten days from the date the application is received. | Food Fish: \$220 - Resident \$800 - Non-Resident Game Fish: \$375 - Resident \$760 - Non-Resident Food/Game Fish: \$435 - Resident \$1,435 - Non-Resident | Annually   |                                       | No                                     |
| Department of Fish & Wildlife | Food Fish and/or Game Fish Guide Vessel Designation                 | Authorizes fishing guide vessels. Fishing guide vessels. Only required when making a change (or adding) to a license that has already been issued.  | Make fees payable to Washington Department of Fish & Wildlife. Mail to: Department of Fish & Wildlife - Commercial Licensing PO Box 43154 Olympia, WA 98504-3154                        | Application for Commercial Fishing Guide License for the Year                | Five to ten days from the date the application is received. | \$140 - Resident \$140 - Non-Resident   | Renew only when making changes or adding to a license. |                                       | No                                     |
| Department of Fish & Wildlife | Food Fish Drag Seine  | Authorizes the taking of bottom fish using specified gear in coastal waters.  | Make fees payable to Department of Fish & Wildlife. Mail payment to Department of Fish & Wildlife - Commercial Licensing PO Box 43154 Olympia, WA 98504                                 | Application for Commercial Fishery License for the Year (DRAG-SN)            | Five to ten days from the date the application is received. | \$250 - Resident \$635 - Non-Resident   | Annually   |                                       | No                                     |
| Department of Fish & Wildlife | Food Fish Set Line  | Authorizes the taking of bottom fish using specified gear in coastal waters.  | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Application to: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504                       | Application for Commercial Fishery License for the Year (SETLINE)            | Five to ten days from the date the application is received. | \$250 - Resident \$635 - Non-Resident   | Annually   |                                       | No                                     |
| Department of Fish & Wildlife | Fur Dealer  | A fur dealer license allows the holder to purchase, receive, or resell raw furs for profit in Washington state.   | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Application to: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504                       | Application for Special License for the Year                                 | Five to ten days from the date the application is received. | \$250 - Resident \$250 - Non-Resident Fur Dealer - sold in the WILD system for: \$200 - Resident \$200 - Non-Resident                                     | Annually   |                                       | No                                     |
| Department of Fish & Wildlife | Game Farm   | A game farm license allows the holder to operate a game farm to acquire, breed, grow, keep, and sell wildlife under conditions prescribed by the rules adopted pursuant to this title.  | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Applications to: Department of Fish & Wildlife License Division PO Box 43154-3154 Olympia, WA 98504-3200                | Application for Game Farm License for the year                               | Five to ten days from the date the application is received. | \$142 - License (first year) \$118 - License (each year after first year)   | Annually   |                                       | No                                     |
| Department of Fish & Wildlife | Geoduck Dive License  | Authorizes the taking of geoducks using specified gear as outlined in a DNR harvest agreement.  | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Application to: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504                       | Application for Geoduck Dive License for the Year                            | Five to ten days from the date the application is received. | \$425 - Resident \$810 - Non-Resident   | Annually   |                                       | No                                     |
| Department of Fish & Wildlife | Geoduck Fishery   | Authorizes persons holding current geoduck harvest agreements from DNR to take geoduck for commercial purposes from designated Washington waters. Previously known as geoduck validations.  | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Application to: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504                       | Application for Geoduck Fishery or Geoduck Dive License for the Year         | Five to ten days from the date the application is received. | Geoduck Fishery License \$70 - Resident \$70 - Non-Resident Geoduck Dive License: \$425 - Resident \$810 - Non-Resident                                   | Annually   |                                       | No                                     |
| Department of Fish & Wildlife | Hagfish   | Authorizes the taking of hagfish using specified gear in designated Washington waters.  | Make fees payable to the Department of Fish & Wildlife (WDFW). Mail Application to: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504-3154              | Application for Emerging Commercial Fishery License for the Year (HAGFISH)   | Five to ten days from the date the application is received. | \$440 - Resident \$825 - Non-Resident   | Annually   |                                       | No                                     |
| Department of Fish & Wildlife | Herring Licenses: Dip Bag Net and/or Drag Seine and/or Lampara      | Authorizes the taking or catching of herring using specified gear within Puget Sound.   | Make fees payable to the Department of Fish & Wildlife (WDFW). Mail Application to: Department of Fish & Wildlife Commercial License Licensing PO Box 43154 Olympia, WA 98504-3154      | Application for Commercial Fishery License for the year                      | Five to ten days from the date the application is received. | \$395 - Resident \$780 - Non-Resident \$1,242.50 - Resident Transfer \$2,590.00 - Non-Resident Transfer   | Annually   |                                       | No                                     |
| Department of Fish & Wildlife | Herring Licenses: Gill Net and/or Purse Seine                       | Authorizes the taking or catching of herring using specified gear within Puget Sound.   | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Application to: Department of Fish and Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504-3154                | Application for Commercial Fishery License for the year                      | Five to ten days from the date the application is received. | \$430 - Resident \$815 - Non-Resident \$1,242.50 - Resident Transfer \$2,590 - Non-Resident Transfer \$585 - Resident License                             | Annually   |                                       | No                                     |
| Department of Fish & Wildlife | Joint Aquatic Resources Permit (JARPA) - Hydraulic Project Approval | To regulate the business that uses, diverts, obstructs, or changes the natural flow or bed of any of the salt or fresh waters of the state (such as culvert or bridge repair). For any project that includes work to use, divert, obstruct, or change the natural flow or bed of any fresh or salt water. | The fastest way to get an Hydraulic Project Approval (HPA) is to submit your application online (see link below). The APPS systems will walk you through the steps to apply for an HPA. | Hydraulic Project Approval (HPA) Joint Aquatic Resources Permit (JARPA) Form | Five to ten days from the date the application is received. | \$180 - Fee is processed through the Habitat License System   | As needed.   |                                       | No                                     |

| Agency                        | License Title                     | Purpose   | How to Submit   | Application  | Processing Time   | Fees  | License Renewal | Related Online Resources and Comments | Is this license available through BLS? |
|-------------------------------|-----------------------------------|---|---|--|---|---|-----------------|---------------------------------------|--|
| Department of Fish & Wildlife | Limited Fish Seller Endorsement   | Allows commercial harvesters and designated alternate operators to sell their catch directly to market.   | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Application to: Department of Fish & Wildlife License Division PO Box 43154 Olympia, WA 98504               | Application for Limited Fish Seller Endorsement for the Year             | Five to ten days from the date the application is received. | \$175 - Resident \$560 - Non-Resident   | Annually        |                                       | No                                     |
| Department of Fish & Wildlife | Non-Salmon Charter                | A non-salmon charter license designating a vessel is required to operate a charter boat from which persons may, for a fee, fish for shellfish and fish other than salmon or albacore tuna.  | Make fees payable to Department of Fish & Wildlife (WDFW). Mail payment: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504-3154             | Application for Non-Salmon (NS) Charter License for the Year             | Five to ten days from the date the application is received. | \$480 - Non-Salmon Charter - Resident \$865 - Non-Salmon Charter - Non-Resident \$155 - Resident Transfer \$155 - Non-Resident Transfer                                 | Annually        |                                       | No                                     |
| Department of Fish & Wildlife | Non-Salmon Delivery               | Authorizes delivery of food fish or shellfish other than ocean pink shrimp or Dungeness crab in offshore waters (beyond the three mile limit).  | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Application to: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504           | Application for Commercial Fishery License for the Year (NS-DELV)        | Five to ten days from the date the application is received. | \$400 - Resident \$785 - Non-Resident   | Annually        |                                       | No                                     |
| Department of Fish & Wildlife | Ocean Pink Shrimp Delivery        | Authorizes delivery of ocean pink shrimp taken in offshore waters (outside the three mile limit) to a port in Washington state.   | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Application to: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504           | Application for Commercial Fishery License for the Year                  | Five to ten days from the date the application is received. | \$405 - Resident \$790 - Non-Resident \$1,155 - Resident Transfer \$2,502.50 - Non-Resident Transfer  | Annually        |                                       | No                                     |
| Department of Fish & Wildlife | Ocean Pink Shrimp Single Delivery | Authorizes the person who does not qualify for an ocean pink shrimp delivery license to obtain an ocean pink shrimp single delivery license in order to make a landing into a Washington state port of ocean pink shrimp taken in offshore waters (outside the three mile limit). | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Application to: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504           | Application for Commercial Fishery License for the Year                  | Five to ten days from the date the application is received. | \$205 - Resident \$205 - Non-Resident   | Annually        |                                       | No                                     |
| Department of Fish & Wildlife | Oyster Reserve                    | Authorizes a person to commercially take shellfish from Washington state oyster reserves.   | Make fees payable to Department of Fish and Wildlife (WDFW). Mail payment to: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504             | Application for Commercial Fishery License for the Year (OYSTER RESERVE) | Five to ten days from the date the application is received. | \$250 - Resident \$635 - Non-Resident   | Annually        |                                       | No                                     |
| Department of Fish & Wildlife | Puget Sound Gill Net (Salmon)     | Authorizes the taking of salmon using specified gear and only in the geographical area for which the license is issued. Incidentally caught food fish other than salmon may, in certain circumstances, be retained.   | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Application to: Department of Fish and Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504         | Application for Commercial Fishery License for the Year                  | Five to ten days from the date the application is received. | \$585 - Resident License \$970 - Non Resident License \$155 - Resident Transfer \$155 - Non-Resident Transfer \$205 - Waiver - Resident \$205 - Waiver - Non-Resident   | Annually        |                                       | No                                     |
| Department of Fish & Wildlife | Purse Seine (Salmon)              | Authorizes the taking of salmon using specified gear in Washington state waters. Incidentally caught food fish other than salmon may, in certain circumstances, be retained.  | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Application to: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504           | Application for Commercial Fishery License for the Year                  | Five to ten days from the date the application is received. | \$750 - Resident License \$1,135 - Non-Resident License \$155 - Resident Transfer \$155 - Non-Resident Transfer \$205 - Waiver - Resident \$205 - Waiver - Non-Resident | Annually        |                                       | No                                     |
| Department of Fish & Wildlife | Reefnet (Salmon)                  | Authorizes the taking of salmon using specified gear in Washington state waters. Incidentally caught food fish other than salmon, in certain circumstances, may be retained.  | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Application to: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504           | Application for Commercial Fishery License for the Year                  | Five to ten days from the date the application is received. | \$585 - Resident License \$970 - Non Resident License \$155 - Resident Transfer \$155 - Non-Resident Transfer \$205 - Waiver - Resident \$205 - Waiver - Non-Resident   | Annually        |                                       | No                                     |
| Department of Fish & Wildlife | Salmon Charter                    | A salmon charter license designating a vessel is required to operate a charter boat to take salmon, other food fish, and shellfish, for personal use.   | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Application to: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504-3154      | Application for Charter License for the Year                             | Five to ten days from the date the application is received. | \$700 - Salmon Charter - Resident \$1,085 - Salmon Charter - Non-Resident \$155 - Resident and Non-Resident Transfers \$240 - Waivers (Salmon only)                     | Annually        |                                       | No                                     |
| Department of Fish & Wildlife | Salmon Delivery                   | Authorizes the delivery of salmon taken in off shore waters (outside the 3 mile limit) to a place or port in the state.   | Make fees payable to Department of Fish & Wildlife (WDFW). Mail to: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504                       | Application for Commercial Fishery License for the Year                  | Five to ten days from the date the application is received. | \$635 - Resident License \$1,020 - Non-Resident License \$155 - Resident Transfer \$155 - Non-Resident Transfer \$205 - Waiver - Resident \$205 - Waiver - Non-Resident | Annually        |                                       | No                                     |
| Department of Fish & Wildlife | Scientific Collection             | To collect fish, shellfish or wildlife for display, instruction, research, and stream assessment (under the Forest Practices Act). Capturing, banding, marking, attaching radio telemetry equipment, and salvaging dead fish, shellfish, or wildlife.                             | Applications and annual reports must be submitted by e-mail to scp@dfw.wa.gov.  | Scientific Collection Permits  | Permit processing time is no more than 60 days.             | \$117   | As needed.      |                                       | No                                     |
| Department of Fish & Wildlife | Sea Cucumber Dive                 | Authorizes the taking of sea cucumbers using specified gear in designated Washington waters.  | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Applications to: Department of Fish & Wildlife Commercial Licensing Division PO Box 43154 Olympia, WA 98504 | Application for Commercial Fishery License for the Year                  | Five to ten days from the date the application is received. | \$385 - Resident \$770 - Non-Resident \$1,085 - Resident Transfer \$2,432.50 - Non-Resident Transfer  | Annually        |                                       | No                                     |

| Agency                        | License Title                    | Purpose  | How to Submit   | Application  | Processing Time  | Fees   | License Renewal | Related Online Resources and Comments | Is this license available through BLS? |
|-------------------------------|----------------------------------|--|---|--|--|--|-----------------|---------------------------------------|--|
| Department of Fish & Wildlife | Sea Urchin Dive                  | Authorizes the taking of sea urchins using specified gear in designated Washington waters.   | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Applications to: Department of Fish & Wildlife Commercial Licensing Division PO Box 43154 Olympia, WA 98504   | Application for Commercial Fishery License for the Year                            | Five to ten days from the date the application is received.  | \$385 - Resident \$770 - Non-Resident \$1,085 - Resident Transfer \$2,432.50 - Non-Resident Transfer   | Annually        |                                       | No                                     |
| Department of Fish & Wildlife | Shellfish Dive                   | Authorizes the taking of pink or spiny scallops using specified gear in designated Washington waters.  | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Application to: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504   | Application for Commercial Fishery License for the Year                            | Five to ten days from the date the application is received.  | \$250 - Resident \$635 - Non-Resident  | Annually        |                                       | No                                     |
| Department of Fish & Wildlife | Shellfish Import                 | To import live shellfish. Any business that imports live shellfish from out of state.  | Send your application and applicable attachments by using one of the following: Email: Paul Clark at Paul.Clark@dfw.wa.gov or Brady Blake at Brady.Blake@dfw.wa.gov Mail: Washington Department of Fish and Wildlife Attention: Paul Clark or Brady Blake 75 Hudson Street Port Townsend, WA 98368 Box: 60-302-3031 | Shellfish import and transfer permits<br>Shellfish Import Permit                   | Once a person submits a complete shellfish import or shellfish transfer permit application, unless further information is required from the applicant, the department will submit transfer and import permit applications to a required 20 working day tribal review, prior to being issued. | None   | As needed.      |                                       | No                                     |
| Department of Fish & Wildlife | Shellfish Pots                   | Authorizes the taking of crawfish using specified gear in designated Washington waters.  | Make fees payable to the Department of Fish & Wildlife (WDFW). Mail Application to: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504-3154  | Application for Commercial Shellfish Pot (Crawfish) License for the Year (SF-POTS) | Five to ten days from the date the application is received.  | \$250 - Resident \$635 - Non-Resident  | Annually        |                                       | No                                     |
| Department of Fish & Wildlife | Shellfish Transfer               | To transfer shellfish, shellfish aquaculture products (including oyster seed, cultch and shell), aquaculture equipment (including aquaculture vehicles and vessels) or any marine organisms adversely affecting shellfish. Any business that transfers shellfish, aquaculture products and aquaculture equipment within the state. | Send your application and applicable attachments by using one of the following: Email: Paul Clark at Paul.Clark@dfw.wa.gov or Brady Blake at Brady.Blake@dfw.wa.gov Mail: Washington Department of Fish and Wildlife Attention: Paul Clark or Brady Blake 75 Hudson Street Port Townsend, WA 98368 Box: 60-302-3031 | Shellfish Import and Transfer Permits  | Once a person submits a complete shellfish import or shellfish transfer permit application, unless further information is required from the applicant, the department will submit transfer and import permit applications to a required 20 working day tribal review, prior to being issued. | None   | As needed.      |                                       | No                                     |
| Department of Fish & Wildlife | Shrimp Pot Puget Sound           | Authorizes the taking of shrimp using specified gear within Puget Sound.   | Make fees payable to Department of Fish & Wildlife (WDFW). Mail to: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504   | Application for Commercial Fishery License for the Year                            | Five to ten days from the date the application is received.  | \$440 - Resident \$825 - Non-Resident \$1,277.50 - Resident Transfer \$2,625.00 - Non-Resident Transfer  | Annually        |                                       | No                                     |
| Department of Fish & Wildlife | Shrimp Trawl Puget Sound Fishery | Authorizes the taking of shrimp using specified gear within Puget Sound.   | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Application to: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504   | Application for Commercial Fishery License for the Year                            | Five to ten days from the date the application is received.  | \$440 - Resident \$825 - Non-Resident \$1,277.50 - Resident Transfer \$2,625.00 - Non-Resident Transfer  | Annually        |                                       | No                                     |
| Department of Fish & Wildlife | Squid                            | Authorizes the taking of squid using specified gear in designated Washington waters.   | Make fees payable to the Department of Fish & Wildlife (WDFW). Mail Application to: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504-3154  | Application for Commercial Fishery License for the Year (SQUID)                    | Five to ten days from the date the application is received.  | \$405 - Resident \$790 - Non-Resident  | Annually        |                                       | No                                     |
| Department of Fish & Wildlife | Taxidermist                      | A taxidermy license allows the holder to practice taxidermy for profit in Washington state.  | Make fees payable to Department of Fish & Wildlife (WDFW)/ Mail Applications to: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504  | Application for Special License for the Year                                       | Five to ten days from the date the application is received.  | \$250 - Resident \$250 - Non-Resident Taxidermist - sold in the WILD system for: \$200 - Resident \$200 - Non-Resident   | Annually        |                                       | No                                     |
| Department of Fish & Wildlife | Trapping                         | A state trapping license allows an individual to trap fur-bearing animals throughout the state of Washington.  | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Applications to: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504  | Application for Special License for the Year                                       | Five to ten days from the date the application is received.  | \$141 - Resident License \$285 - Non-Resident License \$120 - Resident Youth \$285 - Non-Resident Youth Trapping - sold in the WILD system for: \$41.60 - Resident \$200.00 - Non-Resident \$18.50 - Youth | Annually        |                                       | No                                     |
| Department of Fish & Wildlife | Troll (Salmon)                   | Authorizes the taking of salmon using specified gear in Washington state water. This license includes the Salmon Delivery Permit.  | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Application to: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504   | Application for Commercial Fishery License for the Year                            | Five to ten days from the date the application is received.  | \$585 - Resident \$970 - Non-Resident \$155 - Resident Transfer \$155 - Non-Resident Transfer \$205 - Waiver - Resident \$205 - Waiver - Non-Resident  | Annually        |                                       | No                                     |
| Department of Fish & Wildlife | Vessel and/or Operator Change    | Authorizes vessel or operator change.  | Make fees payable to Department of Fish & Wildlife. Mail to: Department of Fish & Wildlife - Commercial Licensing PO Box Capital Way N Olympia, WA 98501-1091   | Application to Change a Vessel or Operator License                                 | Five to ten days from the date the application is received.  | \$140 - Vessel Change: Resident/Non-Resident \$127 - Operator Change: Resident/Non-Resident  | As needed       |                                       | No                                     |

| Agency                        | License Title   | Purpose  | How to Submit  | Application   | Processing Time   | Fees   | License Renewal  | Related Online Resources and Comments | Is this license available through BLS? |
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| Department of Fish & Wildlife | Vessel Use in Geoduck Harvesting                            | All vessels used in the commercial harvest of sea cucumber, sea urchin and/or geoduck in Washington are required to display a Harvest Identification Number.   | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Applications to: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504   | Application for Vessel Use in Geoduck Harvesting                                      | Five to ten days from the date the application is received. | \$105 - Resident/Non-Resident  | As needed  |                                       | No                                     |
| Department of Fish & Wildlife | Whiting (Puget Sound)                                       | Authorizes the taking of whiting using specified gear in Puget Sound.  | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Applications to: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504   | Application for Commercial Fishery License for the Year                               | Five to ten days from the date the application is received. | \$450 - Resident \$835 - Non-Resident \$1,312.50 - Resident Transfer \$2,660.50 - Non-Resident Transfer  | Annually   |                                       | No                                     |
| Department of Fish & Wildlife | Wholesale Fish Buyer Endorsement and/or Fish Dealer License | Authorizes the buying and selling of food fish and shellfish at wholesale as a representative of a wholesale dealer or authorizes Washington state business engaging in the commercial processing of food fish or shellfish. A business that commercially processes food fish or shellfish; a business that sells, buys, or brokers wholesale food fish or shellfish; fishermen who land and sell their catch or harvest in WA to anyone other than a licensed wholesale dealer within or outside the state; a business that manufactures or prepares commercial fertilizer, oil, meal, caviar, fish bait, or other by-products from food fish or shellfish; or a business employing a fish buyer. | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Applications to: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504   | Application for Fish Dealer License and Wholesale Fish Buyer Endorsement for the Year | Five to ten days from the date the application is received. | Fish Dealer License \$505 - Resident \$890 - Non-Resident Wholesale Fish Buyer Endorsement \$155 - Resident (W/1 FB) \$350 - Resident (W/2 FB) \$735 - Non-Resident (W/2 FB) | Annually   |                                       | No                                     |
| Department of Fish & Wildlife | Willapa Bay - Columbia River Gill Net (Salmon)              | Authorizes the taking of salmon using specified gear and only in the geographical area for which the license is issued. Incidentally caught food fish other than salmon may, in certain circumstances, be retained.  | Make fees payable to Department of Fish & Wildlife (WDFW). Mail Applications to: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504   | Application for Commercial Fishery License for the Year                               | Five to ten days from the date the application is received. | \$585 - Resident \$890 - Non-Resident \$155 - Resident Transfer \$155 - Non-Resident Transfer \$205 - Waiver - Resident \$205 - Waiver - Non-Resident                        | Annually   |                                       | No                                     |
| Department of Health          | Accredited Medical Test Site License                        | To allow a business to perform medical tests of moderate or high complexity by specific personnel. Applies to any business having specific personnel to perform medical tests of moderate or high complexity.  | Mail the completed application with initial documentation and check or money order to: Department of Health PO Box 1099 Olympia, WA 98507-1099 Send other documents not sent with initial application to: Hospital Credentialing PO Box 47877 Olympia, WA 98504-7877                               | Medical Test Site Accredited Application  | Timelines vary based on fulfillment of requirements.        | Fees vary and can be found in WAC 246-338-990.   | The initial license is issued to June 30 of the next odd year. The license is then renewed every two years on or before June 30.   |                                       | No                                     |
| Department of Health          | Acute Care Hospital   | To license facilities that provide accommodations and medical, surgical, and/or obstetrical services to ill or injured individuals for observation, diagnosis, treatment, or care over 24 hours; or to license small rural hospitals that provide short-term hospitalization for patients with non-complex health care needs. Applies to businesses that provide accommodations and medical, surgical and/or obstetrical services to ill or injured individuals for over 24 hours or that provide short-term hospitalization for patients with non-complex health care needs in small rural hospitals.   | Mail the completed application with initial documentation and your check or money order to: Department of Health PO Box 1099 Olympia, WA 98507-1099 Send other documents not sent with initial application to: Hospital Credentialing PO Box 47877 Olympia, WA 98504-7877 Contact us: 360-236-4700 | Acute Care Hospital Webpage   | Timelines vary based on fulfillment of requirements.        | Fees vary and can be found in WAC 246-320-199.   | The initial license is valid for three years to December 31. This license is to be renewed every three years on or before the due date which is 30 days prior to the expiration date.        |                                       | No                                     |
| Department of Health          | Aid and Ambulance Service and Trauma Verification           | To verify pre-hospital trauma care services  | Mail the completed application to: Department of Health EMS Credentialing PO Box 47877 Olympia, WA 98504-7877  | EMS Agency Verification and Vehicle License Application Packet                        | Timelines vary based on fulfillment of requirements.        | No fees charged for licensure.   | The license is valid for two years. This license is to be renewed every 2 years on or before the expiration date.  |                                       | No                                     |
| Department of Health          | Aid and Ambulance Service Licensure                         | To allow operation of an ambulance or aid vehicle.   | Mail the completed application and documentation to: Department of Health EMS Credentialing PO Box 47877 Olympia, WA 98504-7877  | EMS Service and Vehicle License Application Packet                                    | Timelines vary based on fulfillment of requirements.        | No fees charged for licensure.   | The license is valid for two years. This license is to be renewed every 2 years on or before the expiration date.  |                                       | No                                     |
| Department of Health          | Air Ambulance Service/Vehicle Licensure                     | Allows businesses to provide air ambulance services.   | Mail the completed application and documentation to: Department of Health EMS Credentialing PO Box 47877 Olympia, WA 98504-7877  | EMS Air Ambulance License Application Packet  | Timelines vary based on fulfillment of requirements.        | No fees charged for licensure.   | The license is valid for two years. This license is to be renewed every 2 years on or before the expiration date.  |                                       | No                                     |
| Department of Health          | Air Ambulance Service/Vehicle Licensure/Trauma Verification | To verify pre-hospital trauma care services/air ambulance services.  | Mail the completed application and documentation to: Department of Health EMS Credentialing PO Box 47877 Olympia, WA 98504-7877  | Air Ambulance Trauma Verification License Application Packet                          | Timelines vary based on fulfillment of requirements.        | No fees charged for licensure.   | The license is valid for two years. This license is to be renewed every 2 years on or before the expiration date.  |                                       | No                                     |
| Department of Health          | Alcoholism and Chemical Dependency Hospitals                | To license facilities that treat individuals with signs or symptoms of alcoholism or substance use. Applies to facilities that provide accommodation and services expressly for diagnosing, treating, and caring for individuals with signs or symptoms of alcoholism and complications of associated substance use.   | Mail the completed application with initial documentation and check or money order to: Department of Health PO Box 1099 Olympia, WA 98507-1099 Send other documents not sent with initial application to: Hospital Credentialing PO Box 47877 Olympia, WA 98504-7877                               | Hospital Webpage  | Timelines vary based on fulfillment of requirements.        | Fees vary and can be found in WAC 246-324-990.   | The initial license is valid for one year from date of issuance. This license is to be renewed annually on or before the expiration date.  |                                       | No                                     |
| Department of Health          | Ambulatory Surgical Facility License                        | To license any facility that provides specialty or multispecialty outpatient surgical services where patients are admitted to and discharged from the facility within 24 hours and do not require inpatient hospitalization.   | Mail completed application with initial documentation and check or money order to: Department of Health PO Box 1099 Olympia, WA 98507-1099 Send other documents not sent with initial documentation to: Ambulatory Surgical Facility Credentialing PO Box 47877 Olympia, WA 98504-7877             | Ambulatory Surgical Facility  | Timelines vary based on fulfillment of requirements.        | Fees vary and can be found in WAC 246-330-199.   | The initial license is valid for three years from date of issuance. This license is to be renewed every three years on or before the due date which is 30 days prior to the expiration date. |                                       | No                                     |

| Agency               | License Title  | Purpose   | How to Submit   | Application   | Processing Time  | Fees  | License Renewal  | Related Online Resources and Comments  | Is this license available through BLS? |
|----------------------|--|---|---|---|--|---|--|--|--|
| Department of Health | Animal Control Agency and Humane Society                             | Nonprofit humane societies and animal care and control agencies may be registered to provided veterinary care to low-income-qualified households. The care must be provided by veterinarians and veterinary technicians who are employed by these agencies. | Mail the completed application with initial documentation and check or money order to: Department of Health PO Box 1099 Olympia, WA 98507-1099 Send other documents not sent with initial application to: Hospital Credentialing PO Box 47877 Olympia, WA 98504-7877          | Humane Society Application                                    | Timelines vary based on fulfillment of requirements.   | Fees can be found in WAC 246-933-590.   | Annual expiration on August 1.   |  | No                                     |
| Department of Health | Behavioral Health Services   | To establish compliance with state minimum standards and applicable rules/regulations (outpatient mental health, crisis mental health, recovery support, evaluation and treatment facility, deemed facilities)  | Mail completed application with initial documentation and check or money order to: Department of Health PO Box 1099 Olympia WA 98507-1099 Send other documents not sent with initial documentation to: Credentialing PO Box 47877 Olympia, WA 98504-7877                      | Behavioral Health Services                                    | Approximately 60 days  | \$1,000 - License application \$728-\$2,575 - For mental health agencies, initial and annual licensing fees range (depending on anticipated service hours) and annual renewal fees (based on actual service hours) \$500 - Annual renewal licensing fee, deemed agencies \$90 - Evaluation and treatment facilities, the initial and annual certification renewal fee (per bed) | Every year.  | The certification and licensing website provides information on rules, access to forms, and further assisting tools. | No                                     |
| Department of Health | Blood Establishments   | To allow a registration process for blood-collecting or blood-distributing establishments that collect or distribute blood for allogeneic transfusion in Washington State that are licensed by the U.S. Food and Drug Administration (FDA);                 | Mail completed application with initial documentation and check or money order to: Department of Health PO Box 1099 Olympia, WA 98507-1099 Send other documents not sent with initial documentation to: Blood Establishment Credentialing PO Box 47877 Olympia, WA 98504-7877 | Blood establishments  | Timelines vary based on fulfillment of requirements.   | Blood Establishment Fees  | Annual.  |  | No                                     |
| Department of Health | Categorized Medical Test Site (MTS) License                          | To allow a business to perform medical tests of moderate or high complexity by specific personnel. Applies to any business having specific personnel to perform medical tests of moderate or high complexity.   | Mail the completed application with initial documentation to: Department of Health PO Box 1099 Olympia, WA 98507-1099 Send other documents not sent with initial application to: Credentialing PO Box 47877 Olympia, WA 98504-7877  | Categorized Medical Test Site (MTS) Application Packet €      | Timelines vary based on fulfillment of requirements.   | Fees vary and can be found in WAC 246-338-990.  | The initial license is issued to June 30 of the next odd year. The license is then renewed every two years on or before June 30.   |  | No                                     |
| Department of Health | Certificate of Waiver Medical Test Site License                      | To allow a business to perform tests that are on the Food and Drug Administration (FDA) approved waived test list.  | Mail the completed application with initial documentation and check or money order to: Department of Health PO Box 1099 Olympia, WA 98507-1099 Send other documents not sent with initial application to: Credentialing PO Box 47877 Olympia, WA 98504-7877                   | Medical Test Site Certificate of Waiver Application           | Timelines vary based on fulfillment of requirements.   | Fees vary and can be found in WAC 246-338-990.  | The initial license is issued to June 30 of the next odd year. The license is then renewed every two years on or before June 30.   |  | No                                     |
| Department of Health | Certified Provider for Yellow Fever Vaccine                          | To certify a licensed health care provider and facility to order and administer yellow fever vaccine.   | Complete the Yellow Fever Vaccine Provider Application and submit by mail, email, or fax to Department of Health.   | Yellow Fever Provider Application                             | Varies; up to eight weeks. Applications are currently not being accepted due to the yellow fever vaccine shortage. | N/A. Applicant must cover cost of the certification stamp.  | Initial license is valid for three years. License is to be renewed every three years, on or before the due date, which is 30 days prior to the expiration date.          | Centers for Disease Control and Prevention's (CDC) Yellow Fever Vaccine FAQ  | No                                     |
| Department of Health | Childbirth Center License  | To license and allow the operation of a childbirth center for low risk maternity clients.   | Mail completed application with initial documentation and check or money order to: Department of Health PO Box 1099 Olympia, WA 98507-1099 Send other documents not sent with initial documentation to: Childbirth Centers Credentialing PO Box 47877 Olympia WA 98504-7877   | Childbirth Centers  | Timelines vary based on fulfillment of requirements.   | Fees vary and can be found in WAC 246-329-990.  | The license is valid for one year from date of issuance. This license is to be renewed annually on or before the due date which is 30 days prior to the expiration date. |  | No                                     |
| Department of Health | Clandestine Drug Lab Decontamination Contractor Certification        | To allow a business to become a certified clandestine drug lab decontamination contractor.  | Complete application form and submit with supporting documents and fee by mail.   | Clandestine Drug Lab Decontamination Contractor Certification | 30 days.   | \$1,125 - Decontamination contractor (annual fee)   | The license is valid for one year from application date.   | DOH and SBOH have rulemaking authority.  | No                                     |
| Department of Health | Clandestine Drug Lab Decontamination Supervisor Certification        | To allow a person to become a Clandestine Drug Lab Cleanup supervisor.  | Complete application form and submit with supporting documents and fee by mail.   | Drug Lab Cleanup Certification                                | One to two weeks or less.  | \$200 - Initial \$150 - Renewal   | Every two years on Nov. 30.  | Drug labs  | No                                     |
| Department of Health | Clandestine Drug Lab Decontamination Training Provider Certification | To allow a business to become a certified clandestine drug lab decontamination training provider. Applies to businesses that will train decontaminate clandestine drug lab contractors and workers.   | Complete application form and submit with supporting documents and fee by mail.   | Training Provider Certification                               | 30 days (noted on agency application).   | \$1,000 - Initial for supervisor training \$1,000 - Initial for worker training \$500 - Renewal for supervisor training \$500 - Renewal for worker training   | Every two years on Nov. 30.  |  | No                                     |
| Department of Health | Clandestine Drug Lab Decontamination Worker Certification            | To allow a person to become a Clandestine Drug Lab Cleanup worker.  | Complete application form and submit with supporting documents and fee by mail.   | Drug Lab Cleanup Certification                                | One to two weeks or less.  | \$100 - Initial \$50 - Renewal  | Every two years on Nov. 30.  | Drug labs  | No                                     |

| Agency               | License Title  | Purpose  | How to Submit  | Application   | Processing Time   | Fees   | License Renewal   | Related Online Resources and Comments  | Is this license available through BLS? |
|----------------------|--|--|--|---|---|--|---|--|--|
| Department of Health | Controlled Substance Endorsement - Pharmacy, Healthcare Entity                           | This endorsement allows a pharmacy or healthcare entity to purchase, possess, and dispense controlled substances.  | Mail the completed application with initial documentation and check or money order to: Department of Health PO Box 1099 Olympia, WA 98507-1099 Send other documents not sent with initial application to: Hospital Credentialing PO Box 47877 Olympia, WA 98504-7877   | Pharmacy Health Care Entity License & Drug Other Controlled Substance Registration Application  | Timelines vary based on fulfillment of requirements.  | Fees can be found in WAC 246-907-030.                | Annual expiration on May 31 (with pharmacy or healthcare entity license). | Prescription Monitoring Program ☐  | No                                     |
| Department of Health | Controlled Substance Endorsement - Wholesalers/Manufacturers                             | This endorsement allows wholesalers or manufacturers to sell and distribute controlled substances to authorized entities other than the end user. Manufacturers may also manufacture controlled substances.  | Mail your completed application with initial documentation and your check or money order payable to: Department of Health Pharmacy Assurance PO Box 1099 Olympia, WA 98507-1099 Send other documents not sent with initial application to: Pharmacy Quality Assurance Commission Credentialing PO Box 47877 Olympia, WA 98504-7877 | Pharmaceutical Wholesaler License Application or Pharmaceutical Manufacturer License Application and Drug Other Controlled Substance Registration Application | Timelines vary based on fulfillment of requirements.  | Fees can be found in WAC 246-907-030.                | Annual expiration on May 31 (with wholesaler or manufacturer).            |  | No                                     |
| Department of Health | Drinking Water Operating Permit  | To allow Group A public water systems to operate. Group A system is defined as a system that regularly serves 15 or more service connections or 25 or more people for 60 or more days a year.  | The department pre-populates and mails the drinking water operating permit application to the system owner. Owners must verify the information is accurate and sign and mail the application along with the operating permit fee to the Department within 70 days.   | Drinking Water Operating Permit applications are generated annually by the Department of Health and mailed to the water system.                               | Within 120 days (noted in WAC 246-294-050).   | Variable based on the number of service connections. | The license is valid for one year.  | Permit processing time is not posted because it depends on date of payment and related batch print process. Additional information about drinking water operating permit fees. | No                                     |
| Department of Health | Drug - Dog Handlers Registration   | Dog handlers/trainers use dogs for drug detection purposes.  | Mail the completed application with initial documentation and check or money order to: Department of Health PO Box 1099 Olympia, WA 98507-1099 Send other documents not sent with initial application to: Hospital Credentialing PO Box 47877 Olympia, WA 98504-7877   | Drug Dog Handler Application  | Timelines vary based on fulfillment of requirements.  | Fees can be found in WAC 246-907-030.                | Annual expiration on September 30.  |  | No                                     |
| Department of Health | Drug - Other Controlled Substance Registration   | Other controlled substance registrants includes person and firms, which are not licensed as a pharmacy, wholesaler, manufacturer or researcher. Examples include analytical laboratories, school laboratories and other agencies which have a legitimate need to use precursor chemicals.  | Mail the completed application with initial documentation and check or money order to: Department of Health PO Box 1099 Olympia, WA 98507-1099 Send other documents not sent with initial application to: Hospital Credentialing PO Box 47877 Olympia, WA 98504-7877   | Drug Other Controlled Substance Application   | Timelines vary based on fulfillment of requirements.  | Fees can be found in WAC 246-907-030.                | Annual expiration on September 30.  |  | No                                     |
| Department of Health | Drug Animal Control/Humane Society Registration (Sodium Pentobarbital - Euthanasia Only) | This registration is issued to qualifying animal control agencies and humane societies to purchase, possess, and administer sodium pentobarbital for euthanasia and approved legend drugs for pre-euthanasia sedation.   | Mail the completed application with initial documentation and check or money order to: Department of Health PO Box 1099 Olympia, WA 98507-1099 Send other documents not sent with initial application to: Credentialing PO Box 47877 Olympia, WA 98504-7877  | Animal Pentobarbital for Euthanasia Application   | Timelines vary based on fulfillment of requirements.  | Fees can be found in WAC 246-907-030.                | Annual expiration on September 30.  |  | No                                     |
| Department of Health | Drug Fish and Wildlife Registration  | This registration is issued only to the Department of Fish and Wildlife Chemical Capture Program. The registration allows the registrant to purchase, possess and administer approved controlled substances and legend drugs for used for the immobilization of individual animals in order for the animals to be moved, treated, examined, or other legitimate purpose. | Mail the completed application with initial documentation to: Department of Health PO Box 1099 Olympia, WA 98507-1099 Send other documents not sent with initial application to: Credentialing PO Box 47877 Olympia, WA 98504-7877   | Drug Fish and Wildlife Application  | Timelines vary based on fulfillment of requirements.  | No fee.  | Every five years on September 30.   |  | No                                     |
| Department of Health | Drug Precursor Chemicals Registration  | This registration is issued to qualifying manufacturers, wholesaler, retailer, or other person who sells, transfers, or otherwise furnishes precursor chemicals or their salts or isomers, as defined in Chapter 69.43 RCW   | Mail the completed application with initial documentation and check or money order to: Department of Health PO Box 1099 Olympia, WA 98507-1099 Send other documents not sent with initial application to: Hospital Credentialing PO Box 47877 Olympia, WA 98504-7877   | Drug Precursor Chemicals Application  | Timelines vary based on fulfillment of requirements.  | Fees can be found in WAC 246-907-030.                | Annual expiration on September 30.  |  | No                                     |
| Department of Health | Drug Sample Distributor Registration (Legend Drug)                                       | This registration is issued to qualifying manufacturers that distribute drug samples of any federal food and drug administration approved legend/prescription drugs and/or controlled substances. Samples are distributed at no charge to practitioners by the manufacturer or a manufacturer's representative.  | Mail the completed application with initial documentation and check or money order to: Department of Health PO Box 1099 Olympia, WA 98507-1099 Send other documents not sent with initial application to: Hospital Credentialing PO Box 47877 Olympia, WA 98504-7877   | Drug Sample Distributor Registration (Legend Drug) Application  | Timelines vary based on fulfillment of requirements.  | Fees can be found in WAC 246-907-030.                | Annual expiration on September 30.  |  | No                                     |
| Department of Health | Export Certificate   | To allow a business to export shellfish products to Asian countries.   | Business submits application online to the Department of Health.   | Online Export Certification System  | Within four hours, during business hours: 8 a.m. to 4 p.m.                                      | \$55   | Commercial Shellfish Licenses   | SBOH has rulemaking authority.   | No                                     |
| Department of Health | Harvest Site Certification   | A Harvest Site Certificate is required for any company harvesting shellfish, and is a part of the annual license. All areas harvested by commercial companies must be approved by our office. DOH requires documentation that shows the company has a legal right to harvest the area. When a site is approved, it is listed on that company's Harvest Site Certificate. | Mail completed application to Department of Health.  | Harvest Site Certification  | Varies from one week to one year, depending on the complexity of the project (per ORA website). | None   | The license is valid for one year.  | SBOH has rulemaking authority.   | No                                     |

| Agency               | License Title                                       | Purpose  | How to Submit   | Application   | Processing Time  | Fees   | License Renewal   | Related Online Resources and Comments | Is this license available through BLS? |
|----------------------|---|--|---|---|--|--|---|---------------------------------------|--|
| Department of Health | In-Home Services Agency License                     | To license agencies that provide in-home Services to ill, disabled or vulnerable individuals. An in-home services agency may provide non-medical home care services, skilled nursing home health service, end-of-life hospice services or hospice care center services. Licensees must select one or a combination of all of the above service categories and meet the specific requirements in rule.  | Mail the completed application with initial documentation and check or money order to: Department of Health<br>PO Box 1099 Olympia, WA 98507-1099 Send other documents not sent with initial application to: Hospital Credentialing PO Box 47877 Olympia, WA 98504-7877 | In Home Services Agency Application                 | Timelines vary based on fulfillment of requirements.   | Fees vary and can be found in WAC 246-335-990.   | The initial license is valid for one year from date of issuance. This license is to be renewed every two years following the first renewal by the due date which is 30 days prior to the expiration date. |                                       | No                                     |
| Department of Health | Itinerant Vendor Registration                       | This registration is issued for qualifying itinerant vendors or any peddler to vend or sell, or offer to sell to the public any non prescription drug or preparation for the treatment of disease or injury.   | Mail the completed application with initial documentation and check or money order to: Department of Health<br>PO Box 1099 Olympia, WA 98507-1099 Send other documents not sent with initial application to: Hospital Credentialing PO Box 47877 Olympia, WA 98504-7877 | Itinerant Vendor Application                        | Timelines vary based on fulfillment of requirements.   | Fees can be found in WAC 246-907-030.  | Annual expiration on September 30.  |                                       | No                                     |
| Department of Health | Large On-Site Sewage System (LOSS) Operating Permit | Allows operation of a large on-site sewage system (LOSS). Provides DOH with information on the flow and strength of the sewage, materials that may enter the waste stream, characteristics of the treated effluent, and site characteristics of the drain field location. Assures that maintenance activities occur. Applies to any business or development served by a LOSS--with peak flows between 3,500 and 100,000 gallons of sewage per day.   | The application may be part of the project process and isn't accepted until the plans & specs are approved. Annual renewals are initiated when DOH sends a completed application to applicant and requests changes, fees, and annual maintenance report, etc.           | Large On-Site Sewer Systems and Initial Application | The operating permit renewal is sent within 30 days of receiving all required information, unless DOH contacts the permittee for other information or clarification necessary to prepare permit conditions. For an initial permit, DOH sends a draft to the owner for comment within 30 days of receiving the application and fee. DOH may be revise or issue as-is after the owner's 30 day comment period. Initial permits for LOSS with peak flows over 14,500 must also go through a 30 day public comment period after owner's comments are received. | Annual permit: Base fee of \$608 base, plus flow-fee of \$0.0405 per gpd of permitted peak daily flow. | The LOSS operating permit is valid for one year.  |                                       | No                                     |
| Department of Health | Nonresident Pharmacy License                        | This license is issued to qualifying pharmacies located outside this state that ship, mail, or deliver legend drugs, devices or controlled substances to persons/patients in Washington state.   | Mail the completed application with initial documentation and check or money order to: Department of Health<br>PO Box 1099 Olympia, WA 98507-1099 Send other documents not sent with initial application to: Hospital Credentialing PO Box 47877 Olympia, WA 98504-7877 | Nonresident Pharmacy Application                    | Timelines vary based on fulfillment of requirements.   | Fees can be found in WAC 246-907-030.  | Annual expiration on May 31.  |                                       | No                                     |
| Department of Health | Nursing Pool Registration                           | To be able to provide, procure or refer health care or long-term care personnel for temporary employment in health care facilities. Applies to any person engaged in the business of providing, procuring or referring health care or long-term care personnel for temporary employment in health care facilities.   | Mail the completed application with initial documentation and check or money order to: Department of Health<br>PO Box 1099 Olympia, WA 98507-1099 Send other documents not sent with initial application to: Hospital Credentialing PO Box 47877 Olympia, WA 98504-7877 | Nursing Pool Application                            | Timelines vary based on fulfillment of requirements.   | Nursing Pool Fees  | The initial license is valid for one year from date of issuance. This license is to be renewed annually on or before the expiration date.   |                                       | No                                     |
| Department of Health | Pharmaceutical Manufacturer License                 | This license is issued to qualifying pharmaceutical manufacturers engaging in manufacturing of pharmaceuticals - legend/prescription drugs and/or controlled substances. May not distribute to end user.   | Mail the completed application with initial documentation and check or money order to: Department of Health<br>PO Box 1099 Olympia, WA 98507-1099 Send other documents not sent with initial application to: Hospital Credentialing PO Box 47877 Olympia, WA 98504-7877 | Pharmaceutical Manufacturer Application             | Timelines vary based on fulfillment of requirements.   | Fees can be found in WAC 246-907-030.  | Annual expiration on September 30.  |                                       | No                                     |
| Department of Health | Pharmaceutical Wholesaler License                   | This license is issued to qualifying pharmaceutical wholesalers. Wholesale distribution included non-resident manufacturers, repackers, distributors, own and/or private label, and pharmacies that conduct wholesale distributions. Includes full-line (prescription and nonlegend drugs) over-the-counter (OTC or nonlegend drugs); and distribution of controlled substances. Wholesale distributors do not sell to end users. In addition, there are Export and Export Non-profit Pharmaceutical Wholesale Distributor licenses. | Mail the completed application with initial documentation and check or money order to: Department of Health<br>PO Box 1099 Olympia, WA 98507-1099 Send other documents not sent with initial application to: Hospital Credentialing PO Box 47877 Olympia, WA 98504-7877 | Pharmaceutical Wholesaler Application               | Timelines vary based on fulfillment of requirements.   | Fees can be found in WAC 246-907-030.  | Annual expiration on September 30.  |                                       | No                                     |
| Department of Health | Pharmacy Health Care Entity License                 | This license is issued to any qualifying entity that is otherwise not licensed by the state. Health care entities may only administer, dispense or deliver legend drugs and controlled substances to its patients. This includes free-standing facilities such as cardiac care center. It may include multiple practitioner clinics, but is not required.  | Mail the completed application with initial documentation and check or money order to: Department of Health<br>PO Box 1099 Olympia, WA 98507-1099 Send other documents not sent with initial application to: Hospital Credentialing PO Box 47877 Olympia, WA 98504-7877 | Health Care Entity Application                      | Timelines vary based on fulfillment of requirements.   | Fees can be found in WAC 246-907-030.  | Annual expiration on September 30.  |                                       | No                                     |



| Agency               | License Title  | Purpose  | How to Submit   | Application   | Processing Time  | Fees   | License Renewal   | Related Online Resources and Comments   | Is this license available through BLS? |
|----------------------|--|--|---|---|--|--|---|---|--|
| Department of Health | Pharmacy License   | This license is issued to any qualifying location that engages in the practices of pharmacy, and dispenses/delivers lawfully prescribed drugs and devices to patients. Pharmacies may dispense legal/prescription drugs/devices, controlled substances and OTC products.   | Mail the completed application with initial documentation and check or money order to: Department of Health<br>PO Box 1099 Olympia, WA 98507-1099 Send other documents not sent with initial application to: Hospital Credentialing PO Box 47877 Olympia, WA 98504-7877 | Pharmacy License Application  | Timelines vary based on fulfillment of requirements.   | Fees can be found in WAC 246-907-030.  | Annual expiration on May 31.  |   | No                                     |
| Department of Health | Poison Distributor License   | To allow a business to sell poison.  | Fill out paper application and mail to the address on the form. No need to provide copy of previous inspection.   | Poison Manufacturer and Poison Distributor License  | Eight to 10 weeks  | Fees can be found in WAC 246-907-030.  | Annual expiration on Sept. 30   |   | No                                     |
| Department of Health | Poison Manufacturer License  | To allow a business to manufacture poison.   | Mail the completed application with initial documentation and check or money order to: Department of Health<br>PO Box 1099 Olympia, WA 98507-1099 Send other documents not sent with initial application to: Hospital Credentialing PO Box 47877 Olympia, WA 98504-7877 | Poison Manufacturer and Poison Distributor License  | Timelines vary based on fulfillment of requirements.   | Fees can be found in WAC 246-907-030.  | Annual expiration on Sept. 30   |   | No                                     |
| Department of Health | Private Psychiatric and Alcoholism Hospitals   | To license facilities that treat individuals with signs or symptoms of Mental Health, Alcoholism or Substance Use Disorders. Applies to facilities that provide accommodation and services expressly for diagnosing, treating, and caring for individuals with signs or symptoms of Mental Health Disorders, Alcoholism and complications of associated Substance Use Disorders. | Mail the completed application with initial documentation and check or money order to: Department of Health<br>PO Box 1099 Olympia, WA 98507-1099 Send other documents not sent with initial application to: Hospital Credentialing PO Box 47877 Olympia, WA 98504-7877 | Private Psychiatric Hospitals   | Timelines vary based on fulfillment of requirements.   | Fees vary and can be found in WAC 246-322-990.   | The initial license is valid for one year from date of issuance. This license is to be renewed annually on or before the expiration date. | Hospitals   | No                                     |
| Department of Health | Provider Performed Microscopic Procedures (PPMP) Medical Test Site License                           | To allow a business to perform all CLIA waived tests and the nine approved microscopic procedures. Applies to businesses having certain personnel to perform all CLIA waived tests and the nine approved microscopic procedures.   | Mail the completed application with initial documentation and check or money order to: Department of Health<br>PO Box 1099 Olympia, WA 98507-1099 Send other documents not sent with initial application to: Hospital Credentialing PO Box 47877 Olympia, WA 98504-7877 | Medical Test Site Performed Microscopic Procedures Application  | Timelines vary based on fulfillment of requirements.   | Fees vary and can be found in WAC 246-338-990.   | The initial license is issued to June 30 of the next odd year. The license is then renewed every two years on or before June 30.          |   | No                                     |
| Department of Health | Public Water System Certification Fee  | To protect public health, Group A water systems are required to have a certified operator responsible for operational and maintenance activities. Group A system is defined as a system that regularly serves 15 or more service connections or 25 or more people for 60 or more days a year.  | The department pre-populates and mails the application to the system owner. Owners must verify the information is accurate and sign and mail the application along with the certification fee to the Department within 70 days.   | Applications are generated annually by the Department of Health and mailed to the water system.<br>Waterworks Operator Certification Exam | Within 120 days (noted in WAC 246-292-995 (2) & (3))   | Variable based on the number of service connections.   | The operating permit is valid for one year.   | Permit processing time is not posted because it depends on date of payment and related batch print process. Additional information about operating permit fees. | No                                     |
| Department of Health | Radioactive Air Emission Approval to Construct (New Construction) or to modify an existing structure | To approve and allow the operation of businesses that emit or has the potential to emit, radionuclide's into the air.  | Mail the completed application with the appropriate fees to: Washington State Department of Health Office of Radiation Protection 309 Bradley Blvd. Suite 201 Richland, WA 99352  | Radioactive Air Emissions   | Within 60 days (per ORA website).  | \$1,000 - Application fee (plus quarterly processing fees)   | License is valid for five years   |   | No                                     |
| Department of Health | Radioactive Air Emission License to Operate New Facility   | To regulate any business that emits, or has the potential to emit, radionuclide's into the air.  | Mail the completed application with the appropriate fees to: Washington State Department of Health Office of Radiation Protection 309 Bradley Blvd. Suite 201 Richland WA 99352   | See WAC 246-247-110 for application information requirements or contact the Radioactive Air Emission Section at 509-946-3798.             | DOH has 28 days upon receipt to determine if application is complete. Once deemed complete, DOH has 60 days to issue license. After license is issued, the licensee can accept the license and start work, wait 28 days until license goes into effect or appeal the license for adjudication (WAC 246-247-060). | \$1,000 - Application fee - for each air emission license (plus the staff cost of processing the application upon receipt of a quarterly bill) | The license is valid for five years and must be renewed before it expires.  |   | No                                     |
| Department of Health | Radioactive Material License - General License Registration  | To regulate the use of certain type of sealed sources that are determined by the NRC to be inherently safe. Applies to commercial and industrial firms and research, educational and medical institutions, businesses, and state or local government agencies dealing with radioactive materials.  | Send completed application packet to: Washington State Department of Health Radioactive Materials Section PO Box 47827 Olympia, WA 98504-7827 OR email an application to: radioactivematerials@doh.wa.gov   | General Licensed Devices  | We strive for a 30 day turnaround after the 20 day required notification to cities/counties for a new radioactive materials applicant in that jurisdiction.  | Radioactive License Fees   | Registration must be renewed every five years   |   | No                                     |
| Department of Health | Radioactive Material License - Industrial  | To allow the use of radioactive material for industrial purposes such as industrial radiography, portable gauges, fixed gauges, and well logging. Licensees who use sources of radiation for industrial radiography.   | Send completed application packet to: Washington State Department of Health Radioactive Materials Section PO Box 47827 Olympia, WA 98504-7827 AND/OR email an application to Steve.Matthews@doh.wa.gov  | New Industrial Radioactive Materials Licenses   | We strive for a 30 day turnaround that includes a 20 day required notification to cities/counties when there is a new radioactive materials applicant in that jurisdiction.  | Industrial Radioactive Materials License Fees  | Yes, every five years   | License processing time is not posted because it depends on the complexity of projects and related requirements.  | No                                     |
| Department of Health | Radioactive Material License - Laboratory  | To regulate all the use of radioactive materials in laboratories and research institutions. Applies to all laboratory and manufacturing licenses who primarily use unsealed radioactive materials.   | Send completed application packet to: Washington State Department of Health Radioactive Materials Section PO Box 47827 Olympia, WA 98504-7827   | Laboratory Application  | We strive for a 30 day turnaround after the 20 day required notification to cities/counties for a new radioactive materials applicant in that jurisdiction.  | Radioactive Material License Fees  | Every five years  |   | No                                     |

| Agency               | License Title  | Purpose  | How to Submit  | Application  | Processing Time   | Fees   | License Renewal  | Related Online Resources and Comments  | Is this license available through BLS? |
|----------------------|--|--|--|--|---|--|--|--|--|
| Department of Health | Radioactive Material License - Medical                         | To regulate all medical use of radioactive material for medical purposes. Applies to any hospital, clinic, veterinarian or private physician, nuclear pharmacy or accelerator production of medial nuclides using radioactive material.  | Send completed application and fees to: Washington State Department of Health Radioactive Materials Section P.O. Box 47827 Olympia, WA 98504-7827  | New Medical Radioactive Material License   | We strive for a 30 day turnaround after the 20 day required notification to cities/counties for a new radioactive materials applicant in that jurisdiction.   | Radioactive License Fees   | Every five years. Broad Licensing using medical every ten years.   |  | No                                     |
| Department of Health | Reciprocal Radioactive Material License                        | To allow licensees from agreement states or NRC Regions other states to come into Washington and use radioactive materials under the license from a different state. Licensees from other states wishing to come into Washington to use Radioactive Material under their own state or Nuclear Regulatory Commission (NRC) license.   | Send your letter application and supporting documents to: Morgan Bullock, Radioactive Materials Office of Radiation Protection Washington State Department of Health P.O. Box 47827 Olympia, WA 98504-7827   | Reciprocal Radioactive Material License  | Seven days  | Radioactive License Fees   | License is valid for one year  |  | No                                     |
| Department of Health | Recreational Water Contact Facilities Construction Permit      | To review proposed design and allow construction of recreational water contact facilities (RWCFs).   | Mail plans, fees, and application to Department of Health. See their website below for more information.   | Water Recreation Facility Construction Permit  | Response within 30 days. Issuance varies depending on application response to review questions.   | Base Fee: \$400 Additional fees apply. See WAC 246-262-990.                                | This license has no expiration.  |  | No                                     |
| Department of Health | Recreational Water Contact Facilities Operating Permit         | To allow the operation of recreational water contact facilities (RWCFs).   | Contact Water Recreation Program at WaterRecreation@doh.wa.gov for an application and submittal information.   |  | Less than 30 days.  | \$180 - Base fee Additional fees apply. See WAC 246-262-990.                               | The license is valid for one year, and it needs to be renewed annually.  |  | No                                     |
| Department of Health | Residential Treatment Facility                                 | To regulate the operation of Residential Treatment Facilities that provide 24 hour community based, non hospital treatment for substance abuse and psychiatric disorders.  | Mail the completed application with initial documentation and check or money order to: Department of Health P.O. Box 1099 Olympia, WA 98507-1099 Send other documents not sent with initial application to: Hospital Credentialing P.O. Box 47877 Olympia, WA 98504-7877 | Residential Treatment Facility   | Timelines vary based on fulfillment of requirements.  | Residential Treatment Facilities Fees  | The initial license is valid for one year from date of issuance. This license is to be renewed annually on or before the expiration date.  |  | No                                     |
| Department of Health | Satellite System Management Agencies (SMA) Approval            | To obtain approval to operate as a DOH-approved satellite management agency for the purpose of owning and/or operating more than one public water system without physical connection between systems.  | Applicant notifies department of intent to become an approved SMA and attends a pre-application meeting to determine scope of SMA plan. The applicant submits their SMA plan for review and approval.  | Satellite Management Agencies  | Up to 90 days to review and either approve the proposed plan or issue review comments.  | Varies depending on number of water systems owned and total number of service connections. | SMA plan approval is valid for five years.   | Actual processing time varies based on complexity of proposal, related requirements and geographical span of proposed service area. Typical processing time is 90 days for department review and comment on proposed plan. | No                                     |
| Department of Health | Shellfish Commercial License                                   | To allow commercial harvesting and/or processing of shellfish. Applies to any person who possesses commercial quantities of shellfish for sale for human consumption.  | Mail application, plan of operations, and fee (tribes do not submit a fee).  | Commercial Shellfish License   | Varies from one week to one year, depending on the complexity of the project (per ORA website).   | Depends on the type of operation. Fees can be found in WAC 246-282-990.                    | The license is valid for one year.   | SBOH has rulemaking authority.   | No                                     |
| Department of Health | Shopkeeper License   | Issued to a qualifying business (except licensed pharmacies) that sells any nonprescription drugs to the consumer.   | Submit application to Department of Revenue  | Shopkeeper License   | Three to five business days   | \$40 per location  | Annual renewal on May 31   |  | Yes                                    |
| Department of Health | Temporary Worker Housing (TWH) Regular License                 | To allow temporary worker housing owners/operators to provide temporary worker housing for all migrant farm workers. Applies to anyone providing temporary worker housing for ten or more occupants or have five or more dwelling units, facilities using the TWH construction standards in WAC 246-359, all cherry harvest camps including tents and participants in the H2A Program per U.S. Department of Labor requirements to be licensed by DOH. | Mail the completed application with fees (check or money order) to: Department of Health Revenue Section P.O. Box 1099 Olympia, WA 98507-1099  | Temporary Worker Housing Licensing Process   | Timelines vary based on fulfillment of requirements.  | Temporary Worker Housing Licensing Fees  | The license is valid for one year.   |  | No                                     |
| Department of Health | Transient Accommodations License                               | To allow a business, which provides three or more lodging units, to offer accommodation services to the public for periods of less than thirty days.   | Mail the completed application with fees (check or money order) to: Department of Health Revenue Section P.O. Box 1099 Olympia, WA 98507-1099  | Transient Accommodations License   | Timelines vary based on fulfillment of requirements.  | Transient Accommodations License Fees  | The initial license is valid for one year from date of issuance. This license is to be renewed annually on or before the expiration date.  |  | No                                     |
| Department of Health | Tribal Bait Harvest Site Certification and Bait Harvest Permit | To allow a business to harvest shellfish from a harvest site in a growing area classified by the department as "prohibited," "restricted," or "conditionally approved" in closed status.   | See Shellfish Harvest Site Certification.  | Shellfish Harvest Site Certification   | Up to 6 weeks depending on operation.   | None   | Expires on the same date as the person's shellfish operation license.  | SBOH has rulemaking authority. Permit processing time is not posted because it depends on the complexity of projects and related requirements.   | No                                     |
| Department of Health | Water Recreation Facilities Construction Permit                | To review proposed design and allow construction of water recreation facilities (WRF).   | Mail plans, fees, and application to Department of Health.   | Water Recreation Facility Construction Permit  | Typical turnaround time is 14 days and it can be up to 30 days per review. Most applications require multiple reviews, and the total time it takes from the time of receiving an application until issuing/denying permit depends on the project. | View fees on the Fee Submittal Form.   | The owner needs to complete construction within 18 months of the permit issuance. Upon request, the construction permit life can be extended for another 12 months. Once the construction permit expires, the owner must submit another application. |  | No                                     |
| Department of Health | Water Recreation Facilities Operating Permit                   | To allow the operation of water recreational facilities (WRFs).  | Contact DOH Water Recreation Program at WaterRecreation@doh.wa.gov.  | Contact Water Recreation Program at WaterRecreation@doh.wa.gov for an application and submittal information. |   | View fees in WAC 246-260-9901.   | The license is valid for 6 months or one year depending on the length of period open throughout the year.  |  | No                                     |

| Agency                           | License Title   | Purpose  | How to Submit   | Application  | Processing Time   | Fees  | License Renewal  | Related Online Resources and Comments   | Is this license available through BLS? |
|----------------------------------|---|--|---|--|---|---|--|---|--|
| Department of Health             | X-Ray Facility and Devices Registration                                 | To allow a business to offer x-ray services.   | Submit online through Department of Revenue   | X-Ray Facility and Devices Registration  | Department of Health approves the endorsement. Department of Revenue issues the license. Time between application and approval is usually less than five business days. | Varies depending on the facility type, tube type, and number  | Yearly online renewal. Customers informed of renewal 30 days prior to renewal date by DOR.   |   | Yes                                    |
| Department of Labor & Industries | Alteration Application  | Allows an elevator contractor to alter an existing installation/conveyance. It applies to any business utilizing one of the general conveyances listed under "Uses of Permit".   | Submit fee, application, plans if needed at L&I service location or by mail.  | Fee Schedule for Alterations Conveyance Permit Application   | Allow 30 business days for a response. Accuracy and completeness speed up the processing time.  | Operating Certificate Fees<br>Note: Fees dependent on cost of alteration as a whole both time and materials.  | Valid for one year.  |   | No                                     |
| Department of Labor & Industries | Amusement Ride or Structure Operating Permit & Safety Inspector Renewal | To authorize the operation of an amusement ride or structure. It is for businesses operating an amusement ride structure.  | Request a safety inspection on your equipment by contacting a state-certified amusement ride safety inspector or a qualified inspector authorized through your insurance company. Get a certificate of insurance in the amount of no less than \$1,000,000 per occurrence, listing the Department of Labor & Industries as the certification holder. Apply to L&I for an operating permit by filling out the Application for Amusement Ride or Air-Supported Structure Operating Permit. Processing is usually within five working days of receiving a complete application. Send the completed inspection forms, the certificate of insurance and the ride decal fee of \$10 per inflatable/amusement ride to L&I's Electrical program. You will then be issued a decal which will be valid for one year. This decal must be displayed on your equipment, in clear view of the public, within sight of the operator's station. | Application for Amusement Ride or Air-Supported Structure Operating Permit Amusement Ride Safety, Permits & Inspections        | Allow three days for a response. Accuracy and completeness speed up the processing time.  | \$10 - Per ride or structure \$20 - Per safety inspector renewal  | Valid for one year.  | Regulation is an unfunded mandate (i.e. no allotment for staffing or expenses). All fees go to general fund.  | No                                     |
| Department of Labor & Industries | Boiler/Pressure Vessel Installation or Reinstallation Permit            | To authorize the installation or reinstallation of any new or existing boiler/unfired or pressure vessel (except for those boilers listed in RCW 70.79.080).   | Submit at an L&I office, e-mail, mail, or fax.  | Permits, Fees & Inspections Permit Form Instructions Boiler/Pressure Vessel/Water Heater Installation or Reinstallation Permit | Allow 24 to 48 business hours for a response. Accuracy and completeness speed up the processing time.   | \$56.16 - Per object inspected  | None. Permit required at each location for each boiler and/or pressure vessel installation/reinstallation. Per WAC 296-104-100, boilers must be inspected either annually or biennially (depending on type). |   | No                                     |
| Department of Labor & Industries | Contractor Registration   | Allows contractor to advertise, offer to do work, submit a bid, engage in, conduct, or carry on the business of constructing, altering or repairing structures. Also required for consulting on construction projects, developing, improving, moving or demolishing real property, installing cabinets, removing trees, flipping homes, and other activities described in the WAC. Provides surety bond for customers. It is the purpose of this chapter (RCW 18.27.140) to afford protection to the public including all persons, firms, and corporations furnishing labor, materials, or equipment to a contractor from unreliable, fraudulent, financially irresponsible, or incompetent contractors. | Complete packet that includes the application, bond or assignment of savings account, insurance, and fee. The application must be notarized. The packet must be mailed to the address on the application.   | Application for Construction Contractor  | Processing time assuming complete packet: 6 to 8 weeks.   | \$117.90 - Application \$117.90 - Renewal \$55.70 - Reinstatement if registration is suspended mid-registration   | Valid for two years.   | Renewals and reinstatements available online.   | No                                     |
| Department of Labor & Industries | Electrical or Specialty Contractor License                              | Allows contractor to advertise, offer to do work, submit a bid, engage in, conduct, or carry on the business of installing or maintaining electrical conductors and equipment. Provides surety bond for customers. It is for businesses working as a contractor in the electrical construction trade.  | Apply by submitting the following items together in a packet to L&I by mail or in person in one of L&I's local offices: The Application for Electrical Contractor's License. The Change Assignment of Administrator's/Master Certificate form designating an Administrator or Master Electrician. An original, current surety bond to the state of Washington. OR assignment of savings account.  | Quick Cards Online System and over the counter. Electrical Contractor  | Processing time once the application is received in Tumwater is 48 to 72 hours.   | \$293.60 - Initial application or renewal made in person, by mail \$254 - Renewal fully completed online \$44.00 - For first time applicants and firms assigning or unassigning master electrician or administrator | Valid for two years  | The licensing system does not track initial application count. The number provided is the total number of licenses issued during the time period. Includes new, renewal, and reinstatements.  | No                                     |
| Department of Labor & Industries | Electrical Work Permit  | To allow residential, commercial and industrial electrical construction work. It applies to any business or contractor conducting electrical work - see comment.   | Contractors apply online using their SecureAccess Washington account or in person at any L&I service location. Non-contractor property owners can also apply online or in person. Both must complete an application and pay the correct fees.   | Quick Cards Online System and over the counter. Purchase Permits & Request Inspections   | Processing time for L&I permits purchased: Online - immediately. In person at a service location - immediately. Postal mail - same day as received.                     | Fees are available at: Fee schedule for Alterations   | None   | Non contractor businesses are required to obtain permits for the electrical work they do for their property. They use the 'Owner' permit form. All other requirements are the same. The permitting system does not track initial inspections or differentiate between types of permit purchasers, but an assumption can be made that if a permit is purchased, there would be one initial inspection. The number provided is the total inspections made during the time period for all permit purchasers. We anecdotally know that contractors purchase about 85% of all permits. Processing time is as follows: Online - immediately. In person at a service location - immediately. Postal mail - same day as received. | No                                     |

| Agency                           | License Title  | Purpose  | How to Submit   | Application  | Processing Time   | Fees   | License Renewal                    | Related Online Resources and Comments   | Is this license available through BLS? |
|----------------------------------|--|--|---|--|---|--|------------------------------------|---|--|
| Department of Labor & Industries | Elevator Contractor License  | Allows business to employ licensed elevator mechanics to perform maintenance, alterations and new installations of specific types of elevators. It is for businesses that will employ licensed elevator mechanics. | Submit by mail, or at an L&I service location.  | Become a Licensed Elevator Contractor<br>Licensed Elevator Contractor (LC) Application | Seven to 30 days depending on if testing is needed for Primary Point of Contact or additional information or clarification is needed during review of application.  | \$211.00 - Initial application<br>\$211.50 - Primary Point of Contact test (if applicable)<br>\$140.90 - Timely renewal<br>\$282.20 - Late renewal   | Valid for two years                |   | No                                     |
| Department of Labor & Industries | Elevator Installation Permit   | Allows an elevator contractor to install a new conveyance within a building.   | Submit fee, application, at L&I service location or by mail. Contractor submits all documentation, application, plans, etc via online plan review through MyLNI access into Elevator Plan Review. | Conveyance Permit Application  | Allow 30 business days for a response. Accuracy and completeness speed up the processing time. Residential Incline Chair Lifts: Allow one week for a response.  | Operating Certificate Fees for commercial conveyance only. Residential conveyances are not invoiced for operating certificate after initial inspection. Note: Fees dependent on cost of installation as a whole both time and materials. | Valid for one year, from approval. |   | No                                     |
| Department of Labor & Industries | Factory Assembled Structures Alteration Permit-Commercial Coach                                  | To allow a business to perform alterations to Commercial Coaches.  | Food Truck/Trailer/Temporary Structures Modular & Other Mobile Structures   | Submit application at an L&I service location.   | Allow three to four weeks for a response to alteration applications for Manufactured/Mobile Homes. All other alteration applications, allow six to eight weeks for a response. Accuracy and completeness speed up the processing time. Response time is subject to change based on volume of applications received. | Commercial Coach Fee   | Valid for one year.                | The permitting system does not track initial inspections or differentiate between types of permit purchasers, but an assumption can be made that if a permit is purchased, there would be one initial inspection. | No                                     |
| Department of Labor & Industries | Factory Assembled Structures Alteration Permit-Factory Built Structures                          | To allow a business to perform alterations to Factory Built (modular) Structures.  | Submit application at an L&I service location.  | Modular & Other Mobile Structures Food Truck/Trailers/Temporary Structures             | Allow three to four weeks for a response to alteration applications for Manufactured/Mobile Homes. All other alteration applications, allow six to eight weeks for a response. Accuracy and completeness speed up the processing time. Response time is subject to change based on volume of applications received. | Factory-built housing and commercial structure fees.   | Valid for one year.                | The permitting system does not track initial inspections or differentiate between types of permit purchasers, but an assumption can be made that if a permit is purchased, there would be one initial inspection. | No                                     |
| Department of Labor & Industries | Factory Assembled Structures Alteration Permit-Factory Built Temporary Worker Housing Structures | To allow a business to perform alterations to Factory Built Temporary Working Housing Structures.  | Submit application at an L&I service location.  | Modular & Other Mobile Structures Food Truck/Trailer/Temporary Structures              | Allow three to four weeks for a response to alteration applications for Manufactured/Mobile Homes. All other alteration applications, allow six to eight weeks for a response. Accuracy and completeness speed up the processing time. Response time is subject to change based on volume of applications received. | Factory-built temporary worker housing fees  | Valid for one year.                | The permitting system does not track initial inspections or differentiate between types of permit purchasers, but an assumption can be made that if a permit is purchased, there would be one initial inspection. | No                                     |
| Department of Labor & Industries | Factory Assembled Structures Alteration Permit-Manufactured/Mobile Homes                         | To allow a business to perform alterations to manufactured/mobile homes.   | Submit application at an L&I service location.  | Manufactured Home Permits & Inspections Food Truck/Trailers/Temporary Structures       | Allow three to four weeks for a response to alteration applications for Manufactured/Mobile Homes. All other alteration applications, allow six to eight weeks for a response. Accuracy and completeness speed up the processing time. Response time is subject to change based on volume of applications received. | Manufactured/mobile home fees  | Valid for one year.                | The permitting system does not track initial inspections or differentiate between types of permit purchasers, but an assumption can be made that if a permit is purchased, there would be one initial inspection. | No                                     |

| Agency                           | License Title   | Purpose  | How to Submit  | Application  | Processing Time   | Fees   | License Renewal                                | Related Online Resources and Comments   | Is this license available through BLS? |
|----------------------------------|---|--|--|--|---|--|--|---|--|
| Department of Labor & Industries | Factory Assembled Structures Alteration Permit-Recreational Park Trailers | To allow a business to perform alterations to Recreational Park Trailers.  | Submit application at an L&I service location.   | Food Truck/Trailers/Temporary Structures Modular & Other Mobile Structures                                   | Allow three to four weeks for a response to alteration applications for Manufactured/Mobile Homes. All other alteration applications, allow six to eight weeks for a response. Accuracy and completeness speed up the processing time. Response time is subject to change based on volume of applications received. | Recreational park trailer fees   | Valid for one year.                            | The permitting system does not track initial inspections or differentiate between types of permit purchasers, but an assumption can be made that if a permit is purchased, there would be one initial inspection. | No                                     |
| Department of Labor & Industries | Factory Assembled Structures Alteration Permit-Recreational Vehicles      | To allow a business to perform alterations to Recreational Vehicles.   | Submit application at an L&I service location.   | Modular & Other Mobile Structures Food Truck/Trailers/Temporary Structures                                   | Allow three to four weeks for a response to alteration applications for Manufactured/Mobile Homes. All other alteration applications, allow six to eight weeks for a response. Accuracy and completeness speed up the processing time. Response time is subject to change based on volume of applications received. | Recreational vehicle fees  | Valid for one year.                            | The permitting system does not track initial inspections or differentiate between types of permit purchasers, but an assumption can be made that if a permit is purchased, there would be one initial inspection. | No                                     |
| Department of Labor & Industries | Factory Assembled Structures Alteration Permit-Vendor/Medical Units       | To allow a business to perform alterations to Vendor/Medical Units.  | Submit application at an L&I service location.   | Food Truck/Trailers/Temporary Structures Factory Assembled Structures Alteration Permit-Vendor/Medical Units | Allow three to four weeks for a response to alteration applications for Manufactured/Mobile Homes. All other alteration applications, allow six to eight weeks for a response. Accuracy and completeness speed up the processing time. Response time is subject to change based on volume of applications received. | Conversion vendor units and medical units € Fees   | Valid for one year.                            | The permitting system does not track initial inspections or differentiate between types of permit purchasers, but an assumption can be made that if a permit is purchased, there would be one initial inspection. | No                                     |
| Department of Labor & Industries | Licensed Elevator Mechanic  | Allows trained mechanics via education and on the job experience to become licensed in the state of Washington to work for a licensed elevator contractor to install, alter, and maintain conveyances. | Submit by mail, online via L&I website, or at an L&I service location.   | Application for Licensure as an Elevator Mechanic  | Seven to 30 days depending on if testing is needed, and/or additional information or clarification is needed during review of application.  | \$211.00 - Initial application<br>\$211.50 - Elevator Mechanic test (if applicable)<br>\$140.90 - Timely renewal<br>\$282.20 - Late renewal  | Valid for two years                            |   | No                                     |
| Department of Labor & Industries | Minor Work Permit   | To allow a business to employ minors. It applies to business employing people under 18 years of age.   | Apply through Business Licensing Service.  | Business License Application   | Allow up to 10 business days for a response to online applications. Accuracy and completeness speed up the processing time.   | None   | Annual   |   | Yes                                    |
| Department of Labor & Industries | Plumbing Contractor   | To protect the safety health and welfare of the public by requiring any business that performs plumbing license as a plumbing contractor who must have a certified plumber designated to the company.  | Complete packet that includes the application for plumbing contractor, application for assignment of designated plumber, bond or assignment of savings account, insurance, and fee. The application must be notarized. The packet must be mailed to the Olympia office.  | Application for Plumbing Contractor License Designated Plumber Assignment Un-assignment form                 | Processing time assuming complete packet: Mailed in one to two weeks.   | \$139.10 - Application \$139.10 - Renew every two years \$55.70 - Renewal \$50.00 - Assignment/Unassignment \$69.50 - Reinstatement if registration is suspended mid-term  | Valid for two years.                           | Renewals and reinstatements available online.   | No                                     |
| Department of Labor & Industries | Rental Boiler Operating Permit  | To allow a business to use a rental boiler at one location only. Applies to businesses operating a rental boiler at a single location.   | Submit at an L&I office, e-mail, mail, or fax.   | Rental Boiler Installation Operating Permit  | Allow 24 to 48 business hours for a response. Accuracy and completeness speed up the processing time.   | \$66 - Per object inspected  | None. Permit required at each rental location. |   | No                                     |
| Department of Labor & Industries | Telecommunications Contractor License                                     | Allows businesses to work in the electrical construction trade. It is for businesses working in the electrical construction trade.   | Apply by submitting the following items together in a packet to L&I by mail or in person in one of L&I's local offices: The Application for Electrical Contractor's License. The Change Assignment of Administrator's/Master Certificate form designating an Administrator or Master Electrician. An original, current surety bond to the state of Washington. OR assignment of savings account. | Quick Cards Online System and over the counter. Telecommunications Contractor                                | Processing time once the application is received in Tumwater is 48 to 72 hours.   | \$293.60 - Initial application or renewal made in person, by mail \$254.00 - Renewal solely completed online \$44.00 - First time applicants and firms assigning or unassigning an administrator Certificate of insurance or assigned account as specified in RCW 19.28.501 and WAC 296-46B-925(6) or (7). | Valid for two years                            |   | No                                     |

| Agency                           | License Title   | Purpose  | How to Submit   | Application   | Processing Time   | Fees   | License Renewal  | Related Online Resources and Comments | Is this license available through BLS? |
|----------------------------------|---|--|---|---|---|--|--|---------------------------------------|--|
| Department of Labor & Industries | Temporary Construction Hoist Permit   | To allow contractors to use a temporary construction elevator on a construction job site. It applies to businesses using a construction elevator at a job site.  | Submit by mail, or at an L&I service location.  | Construction Elevator Installation Application and Inspection Data Report   | Allow two weeks for a response. Accuracy and completeness speed up the processing time.                               | \$282.40 - Additional fees are assessed, when jumping floors (ie. gaining access to additional floors built not accessible when hoist was originally erected). \$140.90 - Additional inspection fee is assessed. | Valid for one year. After one year need to witness annual test due and will have to purchase another annual operating certificate. |                                       | No                                     |
| Department of Labor & Industries | Temporary Elevator Operating Permit   | To authorize the temporary use of an elevator for construction use. It applies to contractors operating an elevator during construction.   | No formal form needed, must contact department to gain authorization for this to happen via inspection.                                       | Must contact the department for an inspection to obtain the permit.   | Allow two weeks for a response. Accuracy and completeness speed up the processing time.                               | \$112.60   | Every 30 days - Elevator inspector has to reinspect to keep permit valid.  |                                       | No                                     |
| Department of Labor & Industries | Temporary Licensed Elevator Mechanic  | Allows mechanics that are 75% of the way through education and on the job experience to be licensed to do the same work as Licensed Elevator Mechanics.  | Submit by mail, or at an L&I service location.  | Temporary Licensed Elevator Mechanic  | Seven to 30 days depending on whether additional information or clarification is needed during review of application. | \$211.00 - Initial application<br>\$140.90 - Timely renewal<br>\$282.20 - Late renewal   | Valid for one year   |                                       | No                                     |
| Department of Licensing          | Aircraft Fuel Distributor License   | To allow the purchase of non-taxed aircraft fuel for resale. This license includes both aviation gasoline and jet fuel.  | Submit a completed application, fees and any required attachments to the address provided on the form.  | Apply online through TAP "PRFT Taxpayer Access Point" Fuel Tax Application Form and Fuel Tax Services Fuel licenses: Aircraft fuel  | Up to 15 business days from date received.  | None   | No - renewal not required (must be canceled or revoked).   | Fuel Tax Compliance Guide             | No                                     |
| Department of Licensing          | Amateur Mixed Martial Arts Sanctioning Organization                                   | To allow an organization dedicated to advancing the sport of amateur mixed martial arts to oversee amateur mixed martial arts events where an admission fee is charged and where the promoter, officials, and participants are licensed in Washington State. | Create an account and apply online OR submit a completed application, fees and any required attachments to the address provided on the form.  | Amateur Mixed Martial Arts Sanctioning Organization and License Application Forms: Boxing, wrestling, and martial arts  | Up to 14 business days from date received.  | \$500  | License is valid for one year.   | Boxing, wrestling, and martial arts   | No                                     |
| Department of Licensing          | Amateur Mixed Martial Arts Training Facility  | To allow a facility that offers training in one or more of the mixed martial arts to hold amateur mixed martial arts exhibitions where an admission fee is charged.  | Create an account and apply online or submit a completed application, fees and any required attachments to the address provided on the form.  | Amateur Mixed Martial Arts Training Facility License Application Forms: Boxing, wrestling, and martial arts Amateur mixed martial arts training facility  | Up to 14 business days from date received.  | \$500 - Initial application  | License is valid for one year.   | Boxing, wrestling, and martial arts   | No                                     |
| Department of Licensing          | Appraisal Management Company License  | To allow an appraisal management company to contract with Washington appraisers for appraisal services in Washington State.  | Create an account and apply online OR submit a completed application, fees, and any required attachments to the address provided on the form. | Appraisal Management Company Application Appraisal Management Company \$100,000 Surety Bond Appraisal Management Company Owner Registration How to get your license: Appraisal management companies | Up to 30 business days from date received.  | \$2,200 - New license non refundable fee \$600 - License renewal non refundable fee  | License valid for one year.  |                                       | No                                     |
| Department of Licensing          | Auction Company License   | To allow a business to manage, arrange, and sponsor the sale of goods and/or real estate at auction.   | Create an account and apply online OR submit a completed application, fees, and any required attachments to the address provided on the form. | Auction Company Registration Application How to get your license: Auction companies   | Up to 14 business days from date received.  | \$55   | License valid for one year.  | Auctioneers                           | No                                     |
| Department of Licensing          | Auctioneer License (This is a business license and a professional/individual license) | To allow a person to call bids at auction and allows a sole proprietor business to operate as an auction company whose sales do not exceed \$25,000.   | Create an account and apply online OR submit a completed application, fees, and any required attachments to the address provided on the form. | Auctioneer Registration Application How to get your license: Auctioneer   | Up to 14 business days from date received.  | \$155 - Initial application  | License valid for one year.  | Auctioneers                           | No                                     |

| Agency                  | License Title  | Purpose   | How to Submit  | Application  | Processing Time                            | Fees  | License Renewal   | Related Online Resources and Comments  | Is this license available through BLS? |
|-------------------------|--|---|--|--|--|---|---|--|--|
| Department of Licensing | Authority to Operate a Cemetery  | To authorize a business to operate a cemetery.  | Contact the city or county where the property is located to see if it can be used as a cemetery. Dedicate the cemetery property. Be sure you've met all the requirements for the operating corporation and endowment care fund. File a business license application to get a Unified Business Identifier (UBI) number from the Department of Revenue. Create an account and apply online or complete an Authority to Operate a Cemetery Application. You must include your UBI number on the application. The application must be completed by the corporation. Be sure to provide all the required supporting documents. Mail all of the following to the address on the application form: Your completed application and attachments. Check or money order for the application fee (payable to the Department of Licensing). Create an account and apply online. | Cemetery Certificate of Authority Application How to get your license: Cemeteries  | Up to 10 business days from date received. | \$300 - Certificate of Authority to Operate \$6.20 per burial performed during the previous year - Certificate of Authority Renewal                       | License valid for one year.   |  | No                                     |
| Department of Licensing | Bail Bond Agency/Branch Office License   | To allow bail bond agencies to operate in Washington state.   | Create an account and apply online OR submit a completed application, fees, and any required attachments to the address provided on the form.  | Bail Bond Agency/Branch Office License Application How to get your license: Bail bond agency/branch office   | Up to 60 business days from date received. | \$1,200   | License valid for one year.   |  | No                                     |
| Department of Licensing | Bail Bond Recovery Agent   | To apprehend criminal defendants for whom bail bonds have been posted.  | Create an account and apply online OR submit a completed application, fees, and any required attachments to the address provided on the application form.  | Bail Bond Recovery Agent License Application How to get your license: Bail bond recovery agent   | Up to 60 business days from date received. | \$450 - License   | License valid for one year.   |  | No                                     |
| Department of Licensing | Body Art, Body Piercing, Permanent Cosmetics - Shops, Mobile Units, and Event Location License | To allow the operation of body art, body piercing, permanent cosmetics, and tattoo in Washington State. Conventions or events in Washington State must have an event license and meet the same requirements as shops and mobile units.  | Create an account and apply online OR submit a completed application, fees, and any required attachments to the address provided on the form.  | Body Art, Body Piercing, and Tattoo Shop, Mobile Unit, or Event Location Application How to get your license: Shops, mobile units, and event locations | Up to 30 business days from date received. | \$300 - Per location or event   | License is valid for one year or when your business liability insurance expires, whichever comes first. | Safety and sanitation: Tattoos, body art, and body piercing<br>Business practices: Tattoos, body piercing, and body art  | No                                     |
| Department of Licensing | Camping Resort Company Registration  | To allow a business that offers contracts for the use of a camping site for more than 30 days within a privately-owned camping resort.  | Create an account and apply online OR submit a completed application, fees, and any required attachments to the address provided on the form.  | Camping Resort Company Registration Application How to get your license: Camping resort company  | Up to 20 business days from date received. | \$3,200 plus \$1,000 for each additional camping resort - Registration \$500 plus \$100 for each additional 500 contracts - Initial contracts (up to 500) | License is valid for one year.  |  | No                                     |
| Department of Licensing | Cemetery Limited Prearrangement Sales License  | To allow cemeteries to pre-sell a limited number of opening/closing, setting fees, liners, vaults, burial receptacles, markers, completion dates or markers, vases, cremation services, urns, undeveloped niches, crypts, lots or any other undelivered cemetery goods or services under certain circumstances. | Create an account and apply online OR submit a completed application and fees to the address provided on the form.   | Cemetery Prearrangement Sales License Exemption Application How to get your license: Cemeteries  | Up to 10 business days from date received. | \$70 - Initial application \$35 - Annual renewal  | License valid for one year.   |  | No                                     |
| Department of Licensing | Cemetery Pre-Arrangement Sales License   | To allow cemeteries to pre-sell opening/closing, setting fees, liners, vaults, burial receptacles, markers, completion dates or markers, vases, cremation services, urns, undeveloped niches, crypts, lots or any other undelivered cemetery goods or services.   | Create an account and apply online OR submit a completed application, fees, and the required attachments to the address provided on the form.  | Cemetery Prearrangement Sales License Application  | Up to 10 business days from date received. | \$250 - Initial application \$225 Annual renewal  | License valid for one year.   | Exemption may be granted to any cemetery authority that sells less than twenty prearrangement contracts per year and deposits one hundred percent of all funds received into a trust fund under RCW 68.46.030. | No                                     |

| Agency                  | License Title  | Purpose  | How to Submit   | Application  | Processing Time                            | Fees   | License Renewal                | Related Online Resources and Comments  | Is this license available through BLS? |
|-------------------------|--|--|---|--|--|--|--------------------------------|--|--|
| Department of Licensing | Collection Agencies - In State and Out-of-State                        | To allow any business to solicit, collect, or attempt to collect debts on behalf of a third party (client). Or, to allow any business to purchase delinquent or charged off debts for collection purposes, whether it collects the debts itself, or hires a third party to collect the debts. Any individual to collect a debt, using any name other than their own when contacting a debtor, to collect a debt owned to the individual.   | Apply online OR submit a completed application, fees, and any required attachments to the address provided on the form.   | Forms: Collection agencies Register your business  | Up to 15 business days from date received. | In-State Collection Agency Fees \$850 - Main office license \$1,325 - Main office license re-registration (if main office license expired over 30 days) \$550 - Branch office license (required for each branch office located inside or outside Washington) \$850 - Branch office license re-registration (if branch office license expired over 30 days) Out-of-State Collection Agency Fees \$425 - Main office license \$662.50 - Main office license re-registration (if main office license expired over 30 days) \$150 - Branch office license renewal \$275 - Branch office license (required for each branch office located inside or outside Washington) \$425 - Branch office license re-registration (if branch office license expired over 30 days) Renewal Fees Note: if your home state doesn't require | Yes - Valid for one year.      |  | Yes                                    |
| Department of Licensing | Commercial Telephone Solicitor License                                 | To allow any business that makes unsolicited commercial telephone calls and sells goods or products during the call or that offers free prizes by mail and invite a telephone response. Does not include businesses soliciting for educational, political, or charitable purposes; any business for which less than 60% of the prior year's sales were made by telephone solicitations; any business that sells businesses that either resell the product or use if for manufacturing. | Apply online or submit a completed application, fees, and any required attachments to the address provided on the form.   | Forms: Telephone solicitors How to get your license: Telephone solicitors  | Up to 15 business days from date received  | Fee per location: \$72   | Yes - Valid for one year       |  | Yes                                    |
| Department of Licensing | Cosmetologists - Salon/Shop, Personal Services, or Mobile Unit License | To allow salon/shop, personal service, or mobile unit to provide cosmetology, barbering, manicuring, hair design, esthetics, or master esthetics that are performed for a fee.   | File a Business License Application with Department of Revenue. Create an account and apply online OR submit a completed application, fees, and any required attachments to the address provided on the form.   | Salon/Shop, Personal Services, or Mobile Unit License Application How to get your license: Salon/shop, personal service, mobile unit                       | Up to 30 business days from date received. | \$110 - Initial license  | License valid for one year.    | A salon/shop is any building, structure, or part thereof. This includes individuals leasing space where services are performed. Personal services are services performed in the client's home, office, or other location that's convenient for the client. A mobile unit is a location where services are performed in a mobile structure (van, mobile home, etc). | No                                     |
| Department of Licensing | Cosmetology, Barbering, Esthetics, and/or Manicuring School License    | To allow a business to offer instruction in cosmetology, barbering, esthetics, manicuring, hair design, master esthetics, or instructor-trainee to students in Washington state.   | File a Business License Application with Department of Revenue. Create an account and apply online OR submit a completed application, fees, and any required attachments to the address provided on the form. Submit a deposit of \$300 to the Tuition Recovery Trust Fund. | Cosmetology, Hair Design, Barber, Manicurist, Esthetician, or Instructor School License Application How to get your license: Postsecondary school          | Up to 30 business days from date received. | \$300 - Initial application  | License is valid for one year. | How to get your license: Cosmetologists  | No                                     |
| Department of Licensing | Driver Training School License   | To authorize the business to provide driving instruction for a fee in Washington State.  | File a Business License Application with Department of Revenue. Create an account and apply online OR submit a completed application, fees, and any required attachments to the address provided on the form.   | Driver Training School License Application Driver Training School Branch License Application How to get your license: Driver training school               | Up to 20 business days from date received. | \$500 - Main school \$250 - Branch school \$12 - WATCH Note: Additional fee for third party background check.  | License valid for one year.    |  | No                                     |
| Department of Licensing | Dyed Diesel User License   | To allow organizations to use dyed special fuel (diesel or biodiesel) when operating licensed motor vehicles on public roadways. Dyed diesel users are government agencies or organizations approved by DOL, such as: Public school districts, Nonprofit educational organizations, and Government agencies.   | Apply online through Taxpayer Access Point (TAP), Prorate and Fuel Tax Services (PRFT), or submit a completed application, fees, and any required attachments to the address provided on the form.  | Dyed Diesel User Application Fuel licenses: Dyed diesel user Online Application Database   | Up to 15 business days from date received. | None   | None                           | WA State Licensing (DOL) Official Site: Dyed diesel  | No                                     |
| Department of Licensing | Employment Agency, Branch Office, Listing Service License              | To allow a business that helps people get employment where the job seeker pays for the service to operate in Washington State. This includes business that provide verbal or written lists of available employment positions.  | Submit a completed application, fees, and any required attachments to the address provided on the form.   | Employment Agency, Branch Office, or Listing/Directory Service License Application Forms: Employment agencies How to get your license: Employment agencies | Up to 15 business days from date received. | \$783 - Main office \$540 - Branch office  | Yes - Valid for one year.      | Resources: Employment agencies   | Yes                                    |



| Agency                  | License Title  | Purpose   | How to Submit  | Application  | Processing Time                            | Fees   | License Renewal  | Related Online Resources and Comments  | Is this license available through BLS? |
|-------------------------|--|---|--|--|--|--|--|--|--|
| Department of Licensing | Employment Directory Services License                              | To allow any for-profit business that only provides written or verbal lists of employers, and doesn't include specified positions to operate in Washington state.   | Contact 360-664-1530 for application instructions.   | Employment Agency, Branch Office, or Listing/Directory Service License Application<br>How to get your license: Employment directory services | Up to 15 business days from date received. |  | Yes - Valid for one year.  |  | Yes                                    |
| Department of Licensing | Final Disposition Permit   | To authorize the business to dispose of cremated remains under RCW 68.50.160.   | Create an account and apply online OR submit a completed application, fees, and any required attachments to the address provided on the form.  | Final Disposition of Human Remains Permit Application<br>How to get a Final Disposition Permit   | Up to 10 business days from date received. | \$70 - Application \$35 - Renewal  | License expires on Jan. 31 (annually). If original license is granted up to 90 days prior to Jan. 31, first expiration date is pushed forward to following year. |  | No                                     |
| Department of Licensing | Fuel Tax License   | To allow the purchase and storage of motor fuel for sale, the tax deferred purchase of motor fuel for sale, import or export, or the blending of motor taxed fuel with another liquid that is not taxed to produce an end product that can be used to propel a motor vehicle. Applies to motor fuel suppliers, distributors, or blenders who blend motor fuel for sale. | Apply online through Taxpayer Access Point (TAP), Prorate and Fuel Tax Services (PRFT), or submit a completed application, fees, and any required attachments to the address provided on the form. | Fuel Tax Application Online Application Database   | Up to 15 business days from date received. | \$5,000 to \$100,000 - Bond  | Renewal required (must be canceled or revoked).  | Fuel Tax Compliance Guide  | No                                     |
| Department of Licensing | Funeral Establishment Certificate of Removal Registration          | To authorize funeral establishments licensed in states bordering Washington, with similar laws, to remove human remains from WA under certain circumstances.  | Create an account and apply online OR submit a completed application, any required documents, and fees to the address provided on the form.  | Funeral Establishments Certificate of Removal Registration Application<br>Certificate of Removal Registration Application                    | Up to 10 business days from date received. | \$30 - Application \$15 - Renewal  | License expires on January 31 (annually).  | Certificates of Death, Notices of Removal, and Disposition Permits are governed by the Department of Health under RCW 70.58.160 and 70.58.230. | No                                     |
| Department of Licensing | Funeral Establishment License or Branch Establishment Registration | To authorize the business to provide care, shelter, transportation, embalming, preparation and arrangements for the disposition of human remains.   | Create an account and apply online OR submit a completed application, any required documents, and fees to the address provided on the form.  | Funeral Establishment License or Branch Establishment Registration Application<br>How to get your license: Funeral establishments            | Up to 10 business days from date received. | \$400 - Application \$350 - Branch application \$325 - Renewal \$325 - Branch renewal  | License expires on Jan. 31 (annually).   | License not transferable. Funeral establishment licenses aren't transferable from one owner to another. A new application is required.         | No                                     |
| Department of Licensing | Heating Oil License  | Dealers selling heating oil. Heating Oil is defined as any petroleum product used for space heating in oil-fired furnaces, heaters, and boilers, including stove oil, diesel fuel, or kerosene  | Submit a completed application and any required attachments to the address provided on the form.   | Heating Oil License Application  | Up to 15 business days from date received. | None   | No. The license is automatically renewed each year unless it is cancelled.   | Pollution Liability Insurance Agency   | No                                     |
| Department of Licensing | Hulk Hauler License  | To allow a business to transport or sell wrecked vehicles to wreckers or motor vehicle salvage processors in Washington state.  | Apply online or submit completed application, fees, and any required attachments to the address provided on the form. Use the Hulk Hauler Checklist to avoid delays in the application process.    | Vehicle Transport/Disposal Addendum<br>How to get your license: Hulk hauler  | Up to 15 business days from date received. | \$10 - Hulk hauler \$5 plus \$2 per set for additional plates - First set of license plates  | License is valid for one year.   |  | Yes                                    |
| Department of Licensing | International Fuel Tax Agreement (IFTA)                            | To allow interstate truckers to travel in member jurisdictions and file one fuel use tax return to their base jurisdiction. Applies to trucking companies operating vehicles or combination vehicles over 26,000 gvw, or with 3 or more axles regardless of weight, and operating in 2 or more IFTA jurisdictions.  | Apply online through Taxpayer Access Point (TAP), Prorate and Fuel Tax Services (PRFT), or submit a completed application, fees, and any required attachments to the address provided on the form. | International Fuel Tax Agreement (IFTA) Application<br>International Fuel Tax Agreement (IFTA) Online Application Database                   | Up to 15 business days from date received. | \$0 - Application \$10 - Per set of IFTA decals  | Annual license and decal.  | IFTA Membership Packet   | No                                     |
| Department of Licensing | International Registration Plan (IRP)                              | Provides single point of registration for commercial vehicles operating in more than one state or province.   | Apply online through Taxpayer Access Point (TAP), Prorate and Fuel Tax Services (PRFT), or submit a completed application, fees, and any required attachments to the address provided on the form. | Online application database<br>International Registration Plan (IRP) Application<br>How to register: IRP (prorate)                           | Up to 15 business days from date received. | Varies - Fees calculated at time of application.   | Annual renewal.  | IRP Customer Manual  | No                                     |
| Department of Licensing | Limousine Carrier License  | To allow a business to transport passengers on a prearranged contract basis to a specific destination in these vehicle types in Washington state.   | Apply online or submit a completed application, fees, and any required attachments to the address provided on the form.  | Limousine Carrier Chauffeur Addendum<br>How to get your license: Limousines  | Up to 30 business days from date received. | \$350 - Business license (per location) \$75 - Vehicle certificate and decal (per vehicle) \$25 - Vehicle inspection report: (per vehicle, per inspection) | License is valid for one year.   | Port of Seattle Notice to Limousine Carriers<br>Recordkeeping and business practices: Limousines   | Yes                                    |
| Department of Licensing | Manufactured Home & Travel Trailer Dealer License                  | To allow a business to buy or sell new or used non-motorized mobile homes, manufactured homes, park trailers, or travel trailers wholesale or retail in Washington State.   | Apply online or submit a completed application, fees, and any required attachments to the address provided on the form. Use the Dealer Checklist to avoid delays in the application process.       | How to get your license: Manufactured home/travel trailer dealer   | Up to 45 business days from date received. | \$975 - Dealer license \$100 - Dealer sub-agency license \$50.75 - License plates  | Yes - Valid for one year.  | E-Permits: Vehicle and vessel dealers<br>Business practices: Vehicle and vessel dealers<br>Publications: Vehicle and vessel dealers            | Yes                                    |
| Department of Licensing | Manufactured Home & Travel Trailer Dealer Sub-agency License       | To allow a manufactured home and travel trailer dealer to sell vehicles at more than one location.  | How to get your license: Manufactured home/travel trailer sub-agency   |  | Up to 40 business days from date received. | \$100 - Per sub-agency location \$50.75 - Per dealer license plate   |  |  | No                                     |

| Agency                  | License Title  | Purpose   | How to Submit  | Application   | Processing Time                            | Fees  | License Renewal   | Related Online Resources and Comments  | Is this license available through BLS? |
|-------------------------|--|---|--|---|--|---|---|--|--|
| Department of Licensing | Miscellaneous Vehicle Dealer License                         | To allow a business to sell motorcycles, neighborhood electric vehicles, off-road vehicles, utility, boat, tent, and horse trailers wholesale or retail in Washington State.    | Apply online or submit a completed application, fees and any required attachments to the address provided on the form. Use the Dealer Checklist to avoid delays in the application process.            | How to get your license: Miscellaneous vehicle dealer   | Up to 40 business days from date received. | \$975 - Dealer license \$100 - Dealer subagency license \$50.75 - License plates \$44.75 - Each motorcycle dealer license plate                                 | License valid for one year.   | E-Permitting: Vehicle and vessel dealers Business practices: Vehicle and vessel dealers Publications: Vehicle and vessel dealers | Yes                                    |
| Department of Licensing | Miscellaneous Vehicle Dealer Subagency License               | To allow a miscellaneous vehicle dealer to sell miscellaneous vehicles at more than one location.   | How to get your license: Miscellaneous vehicle dealer sub agency   |   | Up to 40 business days from date received. | \$100 - Per location \$44.75 - Each motorcycle dealer license plate \$50.75 - Each miscellaneous vehicle dealer license plate                                   |   |  | Yes                                    |
| Department of Licensing | Motor Vehicle Dealer License                                 | To allow a business or auctioneer to buy or sell at retail of any new/used cars, trucks, and motor homes in Washington State.   | Apply online or submit a completed application, fees and any required attachments to the address provided on the form. Use the Dealer Checklist to avoid delays in the application process.            | Forms: Vehicle and vessel dealers How to get your license: Vehicle dealer   | Up to 45 business days from date received. | \$975 - Dealer license \$100 - Dealer subagency license \$50.75 - License plates  | Yes - Valid for one year.   |  | Yes                                    |
| Department of Licensing | Motor Vehicle Dealer Subagency License                       | To allow a motor vehicle dealer to sell vehicles at more than one location  | See instructions on website below. Use the Dealer Checklist to avoid delays in the application process.  | How to get your license: Vehicle sub-agency   | Up to 40 business days from date received. | \$100 - Per subagency location \$50.75 - Per dealer license plate   | License valid for one year.   |  | Yes                                    |
| Department of Licensing | Motor Vehicle Dealer Temporary Subagency License             | To allow a motor vehicle dealer to sell vehicles at more than one location.   | Fill in the Dealer Temporary Sub-agency License Application; submit with fee directly to Department of Licensing.  | Dealer Temporary Sub-Agency License Application Forms: Vehicle and vessel dealers   | Up to 45 business days from date received. | \$100 - Per temporary subagency location  | None. These temporary licenses are issued for specific vehicle "shows" (e.g. at malls, etc.) and are valid only for that specific show. |  | No                                     |
| Department of Licensing | Motor Vehicle Salvage Processor                              | To allow a business with a hydraulic baler and shears or shredder to recycle salvage from wrecked titled or registered vehicles   | Apply online or submit a completed application, fees and any required attachments to the address provided on the form. Use the Salvage Processor Checklist to avoid delays in the application process. | How to get your license: Motor vehicle salvage processor  | Up to 50 business days from date received. | \$25 - Salvage Processor \$5, plus \$2 for each additional set - First set of license plates  | License is valid for one year.  |  | Yes                                    |
| Department of Licensing | Motor Vehicle Wrecker Branch License                         | To allow a wrecker business to open a branch office in Washington state.  | Apply online or submit a completed application, fees, and any required attachments to the address provided on the form.  | Vehicle transport and disposal forms How to get your license: Wrecker branch  | Up to 10 business days from date received. | \$0 - License   | Yes - Every year.   | Wreckers Manual  | Yes                                    |
| Department of Licensing | Motor Vehicle Wrecker License                                | To allow a business that buys or sells wrecked titled or registered motor vehicles for the purpose of dismantling them and second-hand motor vehicle parts in Washington State. | Apply online or submit a completed application, fees, and any required attachments to the address provided on the form.  | Forms: Vehicle transport and disposal How to get your license: Motor vehicle wrecker  | Up to 45 business days from date received. | \$25 - License \$4 - First set of license plates \$2 - Each additional set  | License is valid for one year.  | Wreckers Manual  | Yes                                    |
| Department of Licensing | Off-Road Vehicle Dealer License                              | To allow a business to sell any motorized vehicles (other than snowmobiles or watercraft) intended for use on trails or cross-country for retail in Washington State.           | How to get your license: Off "road" vehicle dealer   | Apply online or submit a completed application, fees, and any required attachments to the address provided on the form.                       | Up to 30 business days from date received. | \$25 - Dealer license \$4 - License plates (per set)  | License valid for one year.   | E-Permits: Vehicle and vessel dealers  | Yes                                    |
| Department of Licensing | Performing Rights Societies                                  | Allows a registered performing rights society or music licensing agency to license the use of and/or collect compensation for the performance of music.                         | Contact DolBPDCorrespondence@DOL.WA.GOV for more information.  | Performing rights societies forms and information   | Up to 14 business days from date received. | None  | Valid for one year.   |  | No                                     |
| Department of Licensing | Pre-Arrangement Funeral Service Contracts Sales Registration | To authorize funeral establishments to sell prearrangement funeral service contracts.   | Create an account and apply online OR submit a completed application, fees, and required attachments to the address provided on the form.  | Prearrangement Funeral Registration Application How to get your license: Funeral Registration   | Up to 10 business days from date received. | \$250 - Application \$225 - Renewal   | Registration valid for one year.  |  | No                                     |
| Department of Licensing | Private Investigator Agency                                  | To allow a business to provide investigation, escort, or bodyguard services and performs property loss prevention activities in Washington state.                               | Apply online or submit a completed application, fees, and any required attachments to the address provided on the form.  | Create an account and apply online. Forms: Private investigators How to get your license: Private investigative agency                        | Up to 60 business days from date received. | \$600 - Private Investigator Agency with unarmed principal \$700 - Private Investigator Agency with armed principal \$350 - Private Investigator Agency Renewal | License is valid for one year.  | U.S. Veterans may be eligible for partial reimbursements of costs. For more information visit the Veterans Affairs website.      | Yes                                    |
| Department of Licensing | Private Security Guard Company                               | To allow a business to provide security guard services on contract in Washington State.   | Private Security Guard Company/ Qualifying Principal License Application How to get your private security guard company license  | Create an account and apply online OR submit a completed application, fees, and any required attachments to the address provided on the form. | Up to 60 business days from date received. | \$330 - Private security guard company license \$91 - Unarmed private security guard license  | Valid for one year.   | U.S. Veterans may be eligible for partial reimbursements of costs. For more information visit the Veterans Affairs website.      | No                                     |

| Agency                  | License Title   | Purpose   | How to Submit   | Application  | Processing Time                            | Fees   | License Renewal   | Related Online Resources and Comments  | Is this license available through BLS? |
|-------------------------|---|---|---|--|--|--|---|--|--|
| Department of Licensing | Professional Boxing, Martial Arts, Wrestling, and Amateur Mixed Martial Arts Promoter | To allow the promoting of professional boxing, wrestling, or martial arts events; amateur mixed martial arts events overseen by licensed sanctioning organization or DOL; and closed circuit telecast events in Washington State. | Create an account and apply online OR submit a completed application, fees, and any required attachments to the address provided on the form.   | Professional Boxing, Martial Arts, or Wrestling Promoter License Application<br>Professional Boxing, Martial Arts, Wrestling, and Amateur Mixed Martial Arts Surety Bond<br>Promoter Forms: Boxing, wrestling, and martial arts  | Up to 14 business days from date received. | \$500 - Promoter license for Boxing/Martial Arts \$200 - Promoter license for Wrestling<br>5% of gross admission receipts paid plus \$1 per ticket sold (minimum fee: \$25) - Event Fee  | License is valid for one year.  | How to hold events How to hold amateur boxing and wrestling events How to hold professional boxing, wrestling, and martial arts events | No                                     |
| Department of Licensing | Real Estate Branch Office License   | To allow a business conducting real estate brokerage services to open a branch office in Washington State.  | Create an account and apply online OR submit a completed application, fees, and any required attachments to the address provided on the form.   | Real Estate Branch Office License Application<br>Branch offices: Real estate   | Up to 30 business days from date received. | \$288 - Application (per license)  | License is valid for two years after issue date.  | Resources and publications: Real estate  | No                                     |
| Department of Licensing | Real Estate Educators   | To allow any approved school to offer a pre- or post-licensing, CORE, Continuing Education, or Secondary Provider real estate course in Washington State.   | Submit a completed application, fees, and any required attachments to the address provided on the form.   | Real Estate Prelicensing or Post Licensing Course Approval Application<br>Course approval: Real estate educators<br>Real Estate Prelicensing or Post Licensing Course Approval Application<br>Real Estate Continuing Education Course Approval Application<br>Real Estate Secondary Provider Course Content Approval Application | Up to 45 business days from date received. | \$456 - Real Estate Fundamentals course approval (per approval) and \$7.60 per clock hour - Pre- or Post-licensing course approval \$76 minimum and \$15.20 per clock hour - CORE course \$152 - Continuing Education course<br>Note: fees are non-refundable. | Yes - CORE is valid for two years after approval. Others are valid for four years after approval. |  | No                                     |
| Department of Licensing | Real Estate Firm Assumed Name License   | To allow a business conducting real estate brokerage services to use more than one assumed names in Washington State.   | Check to see if the name you want is available before submitting your application. The request must be submitted by the person who is endorsed as the Designated Broker of the firm. Send an email to regulatory@dol.wa.gov. Apply online or submit a completed application, fees, and any required attachments to the address provided on the form. The assumed name must be a trade name on the business license prior to application. The firm license can be applied for online or by submitting a completed application, fees and any required attachment to the address provided on the form. | Create an account and apply online.<br>Real Estate Firm Assumed Name Application<br>Assumed names: Real estate firms   | Up to 30 business days from date received. | \$304 (non-refundable) - Application   | License expires when the firm license expires.  | Resources and publications: Real estate  | No                                     |
| Department of Licensing | Real Estate Firm License  | To allow a business conducting real estate brokerage services to operate in Washington State.   | Check to see if the name you want is available before submitting your application. The request must be submitted by the person who is endorsed as the Designated Broker of the firm. Send a letter to reregulatory@dol.wa.gov. Once approved call Secretary of State at 360-725-0377. Create an account and apply online OR submit a completed application, fees, and any required attachments to the address provided on the form.   | Real Estate Firm Application<br>How to get your license: Real estate firms   | Up to 60 business days from date received. | \$304 (non-refundable) - Application   | License is valid for two years after issue date.  |  | No                                     |
| Department of Licensing | Real Estate School (Authorization)  | To allow a business to operate a real estate school.  | Create an account and apply online OR submit a completed application, fees, and any required attachments to the address provided on the form.   | Real Estate School Application<br>School approval: Real estate educators   | Up to 45 business days from date received. | \$308 - Original application and renewal application   | License is valid for two years.   |  | No                                     |
| Department of Licensing | Reduction Facility License  | To authorize the business to operate a reduction facility.  | Create an account and apply online or submit a completed application and fees to the address provided on the form.  | Reduction Facility: Crematory Application<br>Reduction Operator Application<br>How to get your license: Crematories  | Up to 10 business days from date received. | \$210 - Application \$8 (per cremation) - Renewal fee  | License is valid for one year.  |  | No                                     |
| Department of Licensing | Registered Professional Design Firm Certificate of Authorization                      | To allow a business to offer and provide architectural services in Washington state.  | Corporations, LLCs, and LPs must register with the Secretary of State before applying for a license. Apply online or submit a completed application, fees, and any required attachments to the address provided on the form. Create an account and apply online.  | Architect Firm Addendum<br>How to get your license: Architect Firm License   | Up to 10 business days from date received. | \$284.50 - Certificate of authorization \$145.50 - Renewal   | License is valid for one year.  |  | Yes                                    |

| Agency                  | License Title                                | Purpose  | How to Submit  | Application  | Processing Time                            | Fees  | License Renewal  | Related Online Resources and Comments  | Is this license available through BLS? |
|-------------------------|--|--|--|--|--|---|--|--|--|
| Department of Licensing | Registered Tow Truck Operator Branch License | To allow any registered tow truck operator business to operate additional vehicle storage/impound areas located away from the main business location in Washington State.  | Apply online or submit a completed application, fees, and any required attachments to the address provided on the form.  | Forms: Vehicle transport and disposal How to get your license: Registered tow truck operator branch                    | Up to 10 business days from date received. | \$0 - License   | Yes - Valid for one year.  |  | Yes                                    |
| Department of Licensing | Registered Tow Truck Operator License        | To allow a business to transport, impound, or store unauthorized vehicles and dispose of abandoned vehicles in Washington State.   | Before you apply: Complete A of the Vehicle Transport/Disposal Certification and Approval. Make the Vehicle Transport/Disposal Certification and Approval form to your local zoning authority and have them complete and sign section B of the form. MSP inspect your facilities and equipment and will issue an Original Tow Truck-Business-Operator-Equipment Inspection Report. Apply online or submit a completed application, fees, and any required attachments to the address provided on the form. Use the Registered Tow Truck Operator Checklist to avoid delays in the application process. | Forms: Vehicle transport and disposal How to get your license: Registered tow truck operator (RTTO)                    | Up to 30 business days from date received. | \$100 - License \$50 - Each tow truck permit  | License is valid for one year.   |  | Yes                                    |
| Department of Licensing | Registered Tow Truck Permit                  | To register tow trucks used by Registered tow truck companies.   | Apply online or submit a completed application, fees, and any required attachments to the address provided on the form.  | Forms: Vehicle transport and disposal How to get your license: Registered tow truck operator (RTTO)                    | Up to 28 business days from date received. | \$50 - Per truck  | Yes - Valid for one year.  | The truck permit is part of the Registered Tow Truck Operator business license and only applies to the main location of the business (not a 'branch' location).  | Yes                                    |
| Department of Licensing | Scrap Metal Processor License                | To allow a business to buy or receive non-vehicle scrap metal and to maintain a shredder or a hydraulic baler and shears to process scrap metal at a fixed location in Washington State. This license doesn't allow handling scrap metal from titled or registered vehicles.   | Apply online or submit a completed application, fees, and any required attachments to the address provided on the form.  | Forms: Scrap metal businesses How to get your license: Scrap metal processors  | Up to 60 business days from date received. | \$1,250 - License \$5 - First set of license plates \$2 - Each additional set   | License is valid for one year. Vehicles used to conduct business must have scrap metal business licenses. Each business location must be registered separately. Special license plates issued to your business expire on the same date as your business license. | License your locations and vehicles. Each business location must be registered separately. Vehicles used to conduct business must have scrap metal business license plates.  | Yes                                    |
| Department of Licensing | Scrap Metal Recycler License                 | To allow a business to buy or receive non-vehicle scrap metal to sell it to another scrap metal business and have a fixed location in Washington State. This license doesn't allow handling scrap metal from titled or registered vehicles.  | Apply online or submit a completed application, fees, and any required attachments to the address provided on the form.  | Forms: Scrap metal businesses How to get your license: Scrap metal recyclers   | Up to 60 business days from date received. | \$1,250 - Scrap Metal Recycler License \$5 - plus \$2 per additional sets - Business license plates   | License is valid for one year. Scrap metal supplier license will expire the same day as your business license. Special license plates issued to your business expire on the same date as your business license.  | License your locations and vehicles: Each business location must be registered separately. Vehicles used to conduct business must have scrap metal business license plates.  | Yes                                    |
| Department of Licensing | Scrap Metal Supplier License                 | To allow a business to buy or receive non-vehicle scrap metal to sell to processors or recycles and don't have a fixed business location in Washington State. Vehicles used to conduct business must have scrap metal business license plates. This license doesn't allow handling scrap metal from titled or registered vehicles. | Apply online or submit a completed application, fees and any required attachments to the address provided on the form.   | Forms: Scrap metal businesses How to get your license: Scrap metal suppliers   | Up to 60 business days from date received. | \$350 - Scrap Metal Supplier License \$5 - \$2/set for additional sets - Business license plates  | License is valid for one year. Scrap metal supplier license will expire the same day as your business license. Special license plates issued to your business expire on the same date as your business license.  | Vehicles used to conduct business must have scrap metal business license plates.   | Yes                                    |
| Department of Licensing | Sellers of Travel Registration               | To allow an in or out of state businesses to sell, or advertises to sell, travel services or travel-related benefits to Washington State consumers.  | Apply online OR submit a completed application, fees and any required attachments to the address provided on the form.   | How to get your license: Sellers of Travel Sellers of Travel   | Up to 14 business days from date received. | \$202 - Both main company and branch offices  | Yes - Valid for one year.  |  | Yes                                    |
| Department of Licensing | Snowmobile Dealer License                    | To allow a business to sell motorized snowmobiles for recreational use.  | Apply online OR submit a completed application, fees and any required attachments to the address provided on the form.   | Forms: Vehicle and vessel dealers How to get your license: Snowmobile dealer   | Up to 10 business days from date received. | \$25 - Snowmobile Dealer License \$4 per set - Dealer license plates  | Yes - Valid for one year.  | If you don't have a dealer license, it is illegal to: Sell more than four snowmobiles registered to you in any 12 months. Sell more than four snowmobiles registered to you in any 12 months. Buy and sell snowmobiles for the purpose of making a profit. Sell any number of snowmobiles that aren't registered to you. E-Permits: Vehicle and vessel dealers | Yes                                    |
| Department of Licensing | Theatrical Wrestling School                  | Allows a facility that offers training in theatrical wrestling, where 80 percent of the participants are amateurs, to hold wrestling shows for training purposes only at the facility location and a limited number of shows at an off-site location where an admission fee is charged.  | Create an account and apply online OR submit a completed application, fee and any required attachments to the address provided on the form.  | Forms: Boxing, wrestling, and martial arts Theatrical Wrestling School License Application Theatrical Wrestling School | Up to 14 business days from date received. | \$500 - Initial application   | License is valid for one year.   |  | No                                     |
| Department of Licensing | Timeshare Company Registration               | To allow a business to offer a timeshare or the right to occupy a unit in 3 or more separate periods over at least 3 years.  | File a Business License Application with Department of Revenue. Submit a completed application, fees and any required attachments to the address provided on the form. Create an account and apply online.   | Timeshare Company Registration Application How to get your license: Timeshare company                                  | Up to 14 business days from date received. | \$1,000 - Original registration (includes one timeshare project) \$200 - Additional timeshare projects (each) \$10 - Apartment units (each) \$1 - Interval (each through 1,000) \$5 - Advertising (per advertisement) | License valid for one year.  | Timeshare Public Offering Statement  | No                                     |

| Agency                                   | License Title                          | Purpose  | How to Submit   | Application   | Processing Time   | Fees  | License Renewal  | Related Online Resources and Comments  | Is this license available through BLS? |
|--|--|--|---|---|---|---|--|--|--|
| Department of Licensing                  | Vehicle Manufacturer License           | To allow a business to manufacture or assemble new vehicles or remanufacture used vehicles for transfer to Washington dealerships for resale.  | Apply online OR submit a completed application, fees and any required attachments to the address provided on the form. Use the Dealer Checklist to avoid delays in the application process.   | Forms: Vehicle and vessel dealers Vehicle manufacturers   | Up to 30 business days from date received.  | \$500 - Vehicle Manufacturer License \$50.75 - License plates   | Yes - Valid for one year.  | Vehicle Dealer and Manufacturer Resource Manual  | Yes                                    |
| Department of Licensing                  | Vehicle Transporter License            | To allow a business to transport motor vehicles that aren't owned by you or your company over any roads in Washington state.   | Apply online OR submit a completed application, fees and any required attachments to the address provided on the form.  | Forms: Vehicle transport and disposal How to get your license: Vehicle transporter  | Up to 15 business days from date received.  | \$25 - License endorsements (each) \$2 - License plates - per set of plates. Note: Plate fee increases to \$50 per set in January 2022.                 | Yes - Valid for one year.  |  | Yes                                    |
| Department of Licensing                  | Vehicles for Hire License (Taxis)      | To allow a business or an individual to transport people for a fee in a for hire vehicle, such as a taxi, cabulance, and any other vehicle used for transporting passengers for payment.   | Apply online OR submit a completed application, fees and any required attachments to the address provided on the form.  | Forms: Taxis How to get your license: Taxis and other for hire  | Up to 30 business days from date received (includes DOR and DOL processing time); (includes DOR and DOL processing time) Up to 25 business days from date received. | \$55 - For-hire vehicle certificate - per vehicle \$25 - Tax meters - per meter \$110 - Permit - per location   | License is valid for one year.   | You don't need a for hire license if you: Provide free transportation to and from parking lots, hotels, and rental offices. Drive school business exclusively under contract with a school district. Drive ride-sharing vehicles. Provide a service using a vehicle licensed through Washington Utilities and Transportation Commission to: Carry passengers for nonprofit organizations that transport people with special needs and their attendants. Act as an auto transportation company- transport passengers, their baggage or freight, on regularly scheduled time and rates. Act as an auto transportation company - transport passengers, their baggage or freight, on regularly scheduled time and rates. Act as an excursion service and charter carrier of passengers. Drive a limousine and have a license through DOL to act as a limousine carrier. Sample of completed forms: How to get your license: Taxis and other for hire Obtaining your for hire permit and vehicle certificates | Yes                                    |
| Department of Licensing                  | Vessel Dealer License                  | To allow a business to sell watercraft unless you sell human-powered watercraft that is under 16 feet in length, unable to be powered by a motor or the wind and not designed for use on commonly-used navigable waters.   | Apply online OR submit a completed application, fees and any required attachments to the address provided on the form.  | Forms: Vehicle transport and disposal How to get your license: Vessel dealer  | Up to 30 business days from date received.  | \$120 - Dealer License \$40-\$20 - Additional first decal and certificate   | Yes - Valid for one year.  |  | Yes                                    |
| Department of Licensing                  | Whitewater River Outfitter License     | To allow a business to carry, or advertises to carry, for-hire passengers on whitewater sections of Washington rivers.   | Apply online OR submit a completed application, fees and any required attachments to the address provided on the form.  | How to get your license: Whitewater river outfitters Business License Application   | Up to 15 business days from date received (includes DOR and DOL processing time).   | \$25 - Whitewater River Outfitter License   | Yes - Valid for one year.  |  | Yes                                    |
| Department of Revenue                    | Business License Application           | To provide a single license document for multiple state and city licenses and registrations.   | Submit the Business License Application online, by mail, or at one of our field offices.  | Business License Application  | Generally, seven to ten business days unless a partner endorsement requires approval and then the time varies.  | Variable  | Some city and state endorsements listed on the business license must be renewed. Renewal is required if the licensing document contains an expiration date. A renewal notice will be mailed to the mailing address on file, 45 days prior to the date of expiration. | Business Licensing Service and local licensing   | Yes                                    |
| Department of Revenue                    | Unified Business ID (UBI)              | Allows a business to remit sales and other taxes tax collected and owed to the Department of Revenue.  | Submit a Business License Application (if applicable) which indicates business activity, if taxable registration, then application routes automatically to Taxpayer Account Administration for setup. Submit online or by mail, or at one of our field offices. | Business License Application  | Two business days from the time the business license is completed by the Department of Revenue's Business Licensing Service.  | None  | None. The license is available through Business Licensing Service.   | Taxpayer accounts are set up in two business days from the time the application is completed by Business Licensing Service.  | Yes                                    |
| Department of Revenue                    | Washington State Reseller Permit       | To allow businesses to make qualifying purchases for resale without paying sales tax.  | An electronic application can be filed in My DOR. Businesses can request a paper application be mailed to them by calling 306-705-6705.   | The application is a brief questionnaire concerning the business activities. It can be filed electronically or a paper application can be faxed or mailed to the Department of Revenue. | The Department has set a goal to process applications within 10 business days, however it may take up to 60 days to process an application.                         | None  | Yes. Permits are valid for two or four years, depending on how long the business has been open and whether it actively reports gross income. Permits for all contractors are valid for two years. Permits for all Indian businesses are valid for four years.        | Reseller permits became effective January 1, 2010. Previously, self-issued resale certificates were used and no application was required. The Department automatically renews reseller permits for qualifying businesses 90 days before the permit expires. If the permit is not automatically renewed, the business receives a renewal notice. Approximately, 65% of permits are automatically renewed. See Reseller permits for more information.  | No                                     |
| Department of Social and Health Services | Adult Family Home (AFH) License        | To allow people or entities to provide personal care, special care, room, and board to more than one but not more than six adults not related to the caregiver. Change in law in 2020 allows homes to increase to eight licensed beds after meeting specific criteria. | Submit the completed/signed application, required application materials, and the application fee.   | Adult Family Home (AFH) Applications  | 60 days or more.  | \$2,750 - Application \$700 - Change of ownership \$225 - Per bed annual license (Eff. Jul. 1, 2015) \$455 - Increase in license capacity to eight beds | None. Annual license fee required.   | WAC 388-76-10010 states that an adult family home license is valid for the person named in the application, and the address listed on the license. Adult Family Home website   | No                                     |
| Department of Social and Health Services | Assisted Living Facility (ALF) License | To promote the safety and well-being of assisted living facility residents to specific standards for assisted living facility operators. To also further establish requirements for the operation of assisted living facilities.                                       | Submit the completed/signed application, required application materials, and the application fee multiplied by the number of beds to be licensed in the facility. Assisted Living Facility website  | Assisted living facility applications   | Four to six months  | \$116 - Annual fee per licensed bed Application fee is based on bed count   | Annual   | RCW 18.20.050 states that an assisted living facility license must be issued only to the person that applied for the license, and only for the premises named in the application.  | No                                     |

| Agency                                   | License Title   | Purpose   | How to Submit  | Application  | Processing Time  | Fees  | License Renewal  | Related Online Resources and Comments   | Is this license available through BLS? |
|--|---|---|--|--|--|---|--|---|--|
| Department of Social and Health Services | Certified Community Residential Services and Supports - State Certification for Service Provider    | To certify provision of supports and services to clients with developmental disabilities in community residential settings. Clients live in their own homes with one to three others and receive instruction and supported from contracted service providers. Individuals pay for their own rent, food, and other personal expenses.  | Submit the completed/signed application and materials.   | Information for Certified Community Residential Services and Supports providers      | 60 days or more.   | \$847 - Certification per client in FY 2020 \$859 - Certification per client begins FY 2021<br>Note: The above fees were established with passage of ESHB 1109 in 2019 ("Making 2019-2021 biennium operating appropriations").  | Regular certification for up to two years. Extend for an additional period up to 180 days. | Visit Developmental Disabilities Administration (DDA) for additional information and program contacts. Certified Community Residential Services and Supports Providers  | No                                     |
| Department of Social and Health Services | Enhanced Service Facilities (ESF) License   | To allow entities to operate a facility specifically designed for Mental Health clients who are discharged from Western and Eastern State Hospitals. The goal is to have placement for the more difficult to discharge clients residing in the state run psychiatric hospitals.   | Submit the completed/signed application and the application materials.   | Enhanced Services Facility Application   | Four to 12 months.   | \$1,040 - Per licensed bed  | Annual   | Five facilities are currently operating. Four prospective providers have been working on viable options for opening an additional four homes along the I-5 corridor. The Mental Health transformation Project will focus on creation of more ESFs in the next few years. Enhanced Services Facilities                 | No                                     |
| Department of Social and Health Services | Intermediate Care Facilities for Individuals with Intellectual Disabilities - Federal Certification | To allow persons or entities to operate certified Medicare and/or Medicaid Intermediate Care Facilities for individuals with intellectual disabilities. An institution providing active treatment serving four or more beds for people with intellectual disabilities or related conditions. (No state licensure except for those licensed as nursing homes).                       | Contact the Business Analysis and Applications Unit at P.O. Box 45600, Olympia, WA 98504, or by phone at 360-725-2420.   | Submit the completed/signed application and the application materials.               | Not applicable since applications haven't been submitted for more than 25 years. | None  | None   | Due process WACs (WAC 388-111) pertains to Residential Habilitation Centers. Intermediate Care/Facilities and Individuals with Intellectual Disabilities Providers  | No                                     |
| Department of Social and Health Services | Nursing Home (NH) License   | To allow individuals or entities to operate a nursing home. A business operating or maintaining facilities providing convalescent and/or chronic care for over twenty-four consecutive hours, for three or more patients not related by blood or marriage to the operator, who are unable to properly care for themselves.  | Submit the completed/signed application and the application materials.   | Nursing Home Applications  | 90 days  | \$359 - Annual fee per licensed bed Application fee is also based on bed count.   | Annual   | Change of ownership applications were included because the applicant (assuming licensure) is applying for its first license at that specific address. RCW 18.51.050 states a nursing home license is valid for the person named in the application, and the address listed on the license. Nursing Home Professionals | No                                     |
| Department of Transportation             | Access Connection Permit  | To allow vehicular access and connection points of ingress to, and egress from, a managed access state highway system within unincorporated areas that are under the jurisdiction of WSDOT. Applies to businesses, and private entities, planning to construct an access connection to a State Highway for property outside the city limits with new driveways or land use changes. | Applicant fills out an application (DOT Form 224-694) and submits to WSDOT with fee that is applicable to the connection type, as defined in WAC 468-51-070.   | Application for Access Connection Permit Managed Access Highways Only                | Approximately 30 days.   | Fees can be found in the application form and WAC 468-51-070.   | None   | RCW 47.50 WAC 468-51 WAC 468-52   | No                                     |
| Department of Transportation             | Aircraft Dealer License   | To allow the sale or exchange of aircraft. Applies to a person engaged in the business of selling, exchanging, or acting as a broker of aircraft or who offers for sale two or more aircraft within a calendar year.  | Complete all four required forms and return them to WSDOT Aviation along with your check or money order.   | Aircraft Dealer License Forms  | Approximately two weeks.   | \$75 - License \$10 - Each additional plate   | Annual license.  | RCW 14.20   | No                                     |
| Department of Transportation             | Aircraft Registration   | To register an aircraft in Washington State. Applies to every aircraft inclusive of commercial unpowered aircraft systems (commonly defined by the FAA as Unmanned Aircraft Systems) in WA State unless exempted in accordance to RCW 47.68.250; must be registered with the department for each calendar year in which the aircraft is operated or is based within this state.     | Submit the registration payment online, by mail, or in-person (by appointment only) to the Washington State Department of Transportation (WSDOT) Aviation. If an aircraft qualifies, you can apply for an exemption online or by mail. | Aircraft Registration and Licensing  | 24 to 72 hours.  | \$15 - Registration fee for each aircraft, inclusive of commercial unpowered aircraft systems. Plus excise tax based on the aircraft type, for piloted aircraft. Unpowered aircraft systems (unmanned aircraft systems) are responsible for property tax through the Department of Revenue. | Annual registration.   | RCW 47.68 RCW 82.48   | No                                     |
| Department of Transportation             | Building Move Permit  | To authorize the one time movement of a house a distance of less than five miles.   | Application made to WSDOT Region office at location of move.   | Building Move Application Permit Types and Information                               | At least 10 working days before the proposed move (identified in WAC 468-38-360) | \$10 - Dimensional Permits Note: Weight permit prices vary. RCW 46.44.0941  | Initial permit, no renewal.  | RCW 46.44 WAC 468-38-360  | No                                     |
| Department of Transportation             | Canadian Weights Permit (State Route 9)   | To authorize Canadian weights into Sumas, WA on heavy haul corridor. Applies to businesses operating commercial vehicles from BC Canada to Sumas, WA and return on SR 9 with heavier Canadian weight limits.  | In person with cash or check, or self issue.   | Information to Process for SR 9 / US97 Canadian Weights Permit Types and Information | 15 minutes.  | \$14 - Per year   | Annual permit.   | RCW 46.44.105 - Overweight by agreement with City of Sumas, Port of Bellingham, and WSDOT.  | No                                     |
| Department of Transportation             | Canadian Weights Permit (US Highway 97)   | To authorize Canadian weights into Oroville, WA from the Canadian border and return on US-97 heavy haul corridor. Applies to businesses operating commercial vehicles from BC Canada to Oroville, WA and back on US 97 with heavier Canadian weight limits.   | In person with cash or check, or self issue.   | Information to Process for SR9 / US 97 Canadian Weights Permit Types and Information | 15 minutes.  | \$100 - Per month \$1,000 - Per year  | Issued per month up to one year.   | RCW 46.44.0915 WAC 468-38-071   | No                                     |

| Agency                       | License Title  | Purpose  | How to Submit  | Application  | Processing Time        | Fees   | License Renewal                  | Related Online Resources and Comments   | Is this license available through BLS? |
|------------------------------|--|--|--|--|------------------------|--|----------------------------------|---|--|
| Department of Transportation | Cell Tower Permit (Type F Access- Wireless Communication Site)                             | To allow site access to and/or from WSDOT owned partially control facilities, for the normal construction, operation and maintenance of the wireless communications sites located on private property of Wireless Communication Businesses.  | Applicant fills out an application (DOT Form 224-009) and submits to WSDOT with fee that is applicable to the connection type, as defined in WAC 468-58-080. | Application for Type F Access - Wireless Communication Site Additional information regarding Wireless Communications Leasing | 30 working days.       | \$500 - Per Application Base Fee and \$500 - Per year thereafter Note: Each additional permitted access user is required to pay to the state five hundred dollars annually. WAC 468-58-080 | None                             | Type F Permit is only allowed in cases where partial control limited access is broken to obtain access to private party for a wireless facility (on and off). These requests are processed by HQ Access & Hearings. Real Estate Services provides support to Access & Hearings by receiving payment and processing of initial payment as well as annual payments. If the wireless facility is on WSDOT owned partial control limited access property, access is granted through the Tenant's lease with WSDOT. Leasing of WSDOT owned property for the purpose of Wireless Communications is handled through HQ Real Estate Services. | No                                     |
| Department of Transportation | Monthly or Annual Special Oversize/Overweight Vehicle Permit - Double Trailer              | To allow divisible loads to be carried on a set of double trailers up to 68 feet (30 day periods to one year). Applies to businesses operating commercial vehicles with a double-trailer length longer than 61 feet.   | In person with cash or check, or self issue.   | Information to Process Monthly or Annual Special Oversize/Overweight Vehicle Permit Permit Types and Information             | 15 minutes.            | \$10 - 30-day period \$100 - Annual fee  | Issued per month up to one year. | RCW 46.44 RCW 46.44.0941 WAC 468-38   | No                                     |
| Department of Transportation | Monthly or Annual Special Oversize/Overweight Vehicle Permit - Fixed Load (3 or 4 Axle)    | To allow a fixed load (crane, concrete pumping truck, or a well digging truck) with three or four axles to permit for a period of up to 30 days.   | In person with cash or check, or self issue.   | Information to Process Monthly or Annual Special Oversize/Overweight Vehicle Permit Permit Types and Information             | 15 minutes.            | \$70 or \$90 per month - Depending on number of axles  | Issued per month.                | RCW 46.44 RCW 46.44.0941 WAC 468-38   | No                                     |
| Department of Transportation | Monthly or Annual Special Oversize/Overweight Vehicle Permit - Manufactured Housing Permit | To allow for the movement of housing units with a box width not exceeding 14 feet wide, an eave not exceeding 12 inches, and a maximum height of 15 feet. Applies to a dealer, manufacturer, or licensed transporter of manufactured homes planning on moving a housing unit via commercial vehicle. | In person with cash or check, or self issue.   | Information to Process Monthly or Annual Special Oversize/Overweight Vehicle Permit Permit Types and Information             | 15 minutes.            | \$30 - Monthly \$360 - Annual  | Issued per month up to one year. | RCW 46.44.0941 RCW 46.44.170, 173, 180 WAC 468-38-120   | No                                     |
| Department of Transportation | Monthly or Annual Special Oversize/Overweight Vehicle Permit - Non Divisible Load          | To authorize the movement of oversized non-divisible loads. Applies to businesses operating commercial vehicles hauling non-divisible loads up to 14 feet wide, 15 feet high, and 125 feet long making multiple trips during the requested months.   | In person with cash or check, or self issue.   | Information to Process Monthly or Annual Special Oversize/Overweight Vehicle Permit Permit Types and Information             | 15 minutes             | \$10 or \$20 or \$30 per 30 day period depending on the size characteristic width, length, length, or combination.   | Issued per month up to one year. | RCW 46.44 RCW 46.44.0941 WAC 468-38 46.44.0941  | No                                     |
| Department of Transportation | Monthly or Annual Special Oversize/Overweight Vehicle Permit - Single Trailer Permit       | To allow for semi-trailer/load up to 56 feet measured from the front of the trailer, rear of the trailer or load, whichever is longer. Applies to businesses operating commercial vehicles with a semi-trailer length longer than 53 feet.   | In person with cash or check, or self issue.   | Information to Process Monthly or Annual Special Oversize/Overweight Vehicle Permit Permit Types and Information             | 15 minutes.            | \$10 - Per 30 day period \$100 - Annual  | Issued per month up to one year. | RCW 46.44 RCW 46.44.0941 WAC 468-38   | No                                     |
| Department of Transportation | Outdoor Advertising Control Permit   | To allow signs and billboards to be visible to regulated highways.   | Contact the WSDOT Outdoor Advertising Control Program at 360-705-7282 or OutdoorAdvertisingControl@wsdot.wa.gov.   |  | Approximately 30 days. | \$150 - Annual fee for each sign permit generating rental income \$150 - Application fee per sign structure  | Annual                           | Applicable state laws and regulations   | No                                     |
| Department of Transportation | Oversize/Overweight Load Permit  | To allow operating vehicles with oversize/overweight loads for one single route specific trip. Applies to businesses operating commercial vehicles with oversize/overweight loads.   | In person with cash or check. May self issue if less than 16' high or wide, less than 125' long and less than 200,000 lbs.                                   | Oversize/Overweight Vehicle Single Trip Permit Application Permit Types and Information                                      | 20 minutes             | \$10 - Dimensional permits; weight permit prices vary  | Issued for three days only.      | RCW 46.44 RCW 46.44.0941 WAC 468-38   | No                                     |
| Department of Transportation | Sealed Container OSOW Vehicle Permit (State Route 509)                                     | To authorize non-divisible weight limits up to 105,500 lbs. to sealed ocean going containers on SR 509 at the Port of Tacoma. Applies to businesses that do container transport from docks to trans-load terminals within the Port of Tacoma using the heavy haul corridor.                          | In person with cash or check, or self issue.   | Information to Process SR 509 Heavy Haul Corridor Overweight Sealed Container Permit Permit Types and Information            | 15 minutes.            | \$100 - Per month \$1,000 - Per year   | Issued per month up to one year. | RCW 46.44.0915  | No                                     |
| Department of Transportation | Special Oversize/Overweight Permit - Class B and C Tow Truck Permit                        | To allow specific excess weight on the axles of the towing vehicle and the towed vehicle. Applies to businesses operating commercial vehicles with a load in excess of regular weight restrictions.  | In person with cash or check, or self issue.   | Information to Process Special Oversize/Overweight Vehicle Permit Permit Types and Information                               | 15 minutes.            | \$75 - Per year Class B \$150 - Per year Class C   | Annual permit.                   | RCW 46.44 RCW 46.44.0941 WAC 468-38   | No                                     |

| Agency                       | License Title   | Purpose   | How to Submit   | Application  | Processing Time   | Fees   | License Renewal  | Related Online Resources and Comments   | Is this license available through BLS? |
|------------------------------|---|---|---|--|---|--|--|---|--|
| Department of Transportation | Special Oversize/Overweight Permit - Empty Apple Bins and Hay Bales Permit        | To allow the transport of empty apple bins or hay bales up to 15 feet high. Applies to businesses operating commercial vehicles to transport apple bins or hay bales over the legal height limit.   | In person with cash or check, or self issue.  | Information to Process Special Oversize/Overweight Vehicle Permit Permit Types and Information | 15 minutes.   | \$20 - Per 30 day period \$240 - Per year  | Issued per month up to one year.   | RCW 46.44 RCW 46.44.0941 WAC 468-38-071   | No                                     |
| Department of Transportation | Special Oversize/Overweight Permit - Farm Implement Permit                        | To allow a farmer or farm implement dealer to obtain annual permits for implements over 16 feet wide to under 20 feet wide, less than 65,000 pounds, less than 16 feet high, and having a combined length not to exceed 70 feet. Applies to a farmer or farm implement dealer operating any device that directly affects the production of agricultural products. | Submit letter to WSDOT Commercial Vehicle Services for approval. Then submit a permit application to any WSDOT office accompanied with approval letter. | Farm Implement Permit Application Permit Types and Information                                 | 15 minutes.   | \$10 per quarter, \$25 per year - Farmer \$25 per quarter, \$100 per year - Dealer | Issued per quarter up to one year.   | RCW 46.44.0941 RCW 46.44.104 RCW 46.44.140 WAC 468-38-290   | No                                     |
| Department of Transportation | Special Oversize/Overweight Permit - Log Tolerance                                | To allow a three-axle log truck and two-axle pole trailer combination to haul short logs and receive a variance from the legal weight restrictions. Applies to businesses operating three-axle log trucks and two-axle pole trailer combinations to haul short logs.  | In person with cash or check, or self issue.  | Information to Process Special Oversize/Overweight Vehicle Permit                              | 15 minutes,   | \$12.50 to \$50 - Depending on the time of purchase \$14 - Transfer                | Issued per quarter up to one year.   | RCW 46.44.047 RCW 46.44.0941 WAC 468-38   | No                                     |
| Department of Transportation | Special Oversize/Overweight Permit - Temporary Additional Tonnage Permit          | To increase the licensed weight of a vehicle, but not more than legal capacity. Applies to businesses temporarily operating commercial vehicles exceeding licensed weight.  | In person with cash or check, or self issue.  | Information to Process Special Oversize/Overweight Vehicle Permit Permit Types and Information | 15 minutes.   | \$2.80 per day fee for each 2,000 pounds (Five-day minimum)                        | Issued per day (Five-day minimum).   | RCW 44.46.095 WAC 468-38-030  | No                                     |
| Department of Transportation | Temporary Fuel Use Permit   | To operate a diesel or propane commercial vehicle in WA state. Applies to businesses that do not pay fuel tax under the International Fuel Tax Agreement and plans to operate a diesel or propane-powered commercial vehicle.   | In person with cash or check, or self issue.  | Information to Process Temporary Vehicle License/Fuel Use Permit Permits: Commercial vehicles  | 15 minutes.   | \$30 each  | Initial permit good for three consecutive days; no renewal.  | WSDOT sells these permits on behalf of DOL (see permit types and applications).                           | No                                     |
| Department of Transportation | Temporary License (TRIP) Permit   | To provide Washington State licensing for three consecutive days to a vehicle in lieu of regular licensing. Applies to businesses planning on operating a commercial or non-commercial vehicle at the maximum weight limit for 3 consecutive days in Washington State.  | In person with cash or check, or self issue.  | Information to Process Temporary Vehicle License/Fuel Use Permit Permits: Commercial Vehicles  | 15 minutes  | \$25 - Per three day period  | Initial permit good for three consecutive days; no more than three permits may be used for any one vehicle within a 30-day period. | WSDOT sells these permits on behalf of DOL (see permit types and applications).                           | No                                     |
| Employment Security          | Paid Family and Medical Leave Application   | To assist employers register their businesses in order to report employees' names, social security numbers, wages and hours, and to remit reports and premiums required under Title 50A.  | Submit the Business License Application online or by mail.  | Business License Application   | Online application processed by Department of Revenue in usually five to ten business days. Once Employment Security receives the file transfer, the account is usually set up within three business days, if there are no system issues. |  | None   |   | No                                     |
| Employment Security          | Unemployment Insurance Application  | To assist employers register their businesses in order to report employees' names, social security numbers, wages and hours, and to pay unemployment taxes.   | Submit the Business License Application online or by mail.  | Business License Application   | Online application processed by Department of Revenue in usually five to ten business days. Once Employment Security receives the file transfer, the account is usually set up within three business days, if there are no system issues. |  | None   |   | Yes                                    |
| Gambling Commission          | Agricultural Fairs License to Operate Bingo, Raffles, and/or Amusement Games (11) | To allow agricultural fairs to operate bingo, raffles, and/or amusement games and ensure compliance with regulations.   | The application process is outlined on the Gambling Commission website.   | License application for Agricultural Fairs to Operate Bingo, Raffles, and/or Amusement Games   | 60-90 days (as noted on the Gambling Commission website)  | Fee Schedule - Bona Fide Charitable/Nonprofit Organization/Other Businesses        | License is good for the time of fair only.   | Agricultural Fair to Operate Bingo, Raffles, and/or Amusement Games (Charitable / Nonprofit Organization) | No                                     |
| Gambling Commission          | Charitable/Nonprofit Organization - Amusement Games (03)                          | To allow charitable/nonprofit organizations to conduct amusement game activities and ensure compliance with regulations. Games played for entertainment.  | The application process is outlined on the Gambling Commission website.   | Charitable / Nonprofit Organization Packet   | 60-90 days (as noted on the Gambling Commission website)  | Fee Schedule - Bona Fide Charitable/Nonprofit Organization/Other Businesses        | Annual   | Amusement Game (Charitable / Nonprofit Organization)  | No                                     |
| Gambling Commission          | Charitable/Nonprofit Organization - Bingo (01)                                    | To allow charitable/nonprofit organizations to conduct bingo activities and ensure compliance with regulations. Awarding prizes on the basis of designated numbers or symbols on a card conforming to numbers or symbols selected at random in which cards are only sold at the time and place of said game.  | The application process is outlined on the Gambling Commission website.   | Charitable / Nonprofit Organization Packet   | 60-90 days (as noted on the Gambling Commission website)  | Fee Schedule - Bona Fide Charitable/Nonprofit Organization/Other Businesses        | Annual   | Bingo Game  | No                                     |
| Gambling Commission          | Charitable/Nonprofit Organization - Card Games (60, 67)                           | To allow charitable/nonprofit organizations to conduct social card game activities and ensure compliance with regulations. Nonhouse-banked - fee to play or limited card games or house-banked card games.  | The application process is outlined on the Gambling Commission website.   | Charitable / Nonprofit Organization Packet   | 60-90 days (as noted on the Gambling Commission website)  | Fee Schedule - Bona Fide Charitable/Nonprofit Organization/Other Businesses        | Annual   | Card Game (Charitable / Nonprofit Organization)   | No                                     |
| Gambling Commission          | Charitable/Nonprofit Organization - Combination (08)                              | To allow charitable/nonprofit organizations to conduct bingo, raffles, amusement games and allows general card games where no fee is charged.   | The application process is outlined on the Gambling Commission website.   | Charitable / Nonprofit Organization Packet   | 60-90 days (as noted on the Gambling Commission website)  | Fee Schedule - Bona Fide Charitable/Nonprofit Organization/Other Businesses        | Annual   | Combination (Bingo, Raffles, Amusement Games, Card Games with no fee)                                     | No                                     |



| Agency              | License Title  | Purpose  | How to Submit  | Application   | Processing Time  | Fees  | License Renewal  | Related Online Resources and Comments   | Is this license available through BLS? |
|---------------------|--|--|--|---|--|---|--|---|--|
| Gambling Commission | Charitable/Nonprofit Organization - Fund Raising Event Distributors (29)                 | To allow charitable/nonprofit organizations to rent or lease equipment for fund-raising events.  | The application process is outlined on the Gambling Commission website.  | Charitable / Nonprofit Organization Packet  | 60-90 days (as noted on the Gambling Commission website)                                 | Fee Schedule - Bona Fide Charitable/Nonprofit Organization/Other Businesses | Annual   | Fund-Raising Event Equipment Distributor (Charitable/Nonprofit)                                     | No                                     |
| Gambling Commission | Charitable/Nonprofit Organization - Fund-Raising Event (Standard, Limited or Joint) (09) | To allow charitable/nonprofit organizations to conduct a fund-raising event and ensure compliance with regulations.  | The application process is outlined on the Gambling Commission website.  | Application Packet for Charitable / Nonprofit Organizations Fund-Raising Event (Standard Limited, or Joint) | 60-90 days (as noted on the Gambling Commission website)                                 | Fee Schedule - Bona Fide Charitable/Nonprofit Organization/Other Businesses | License good for time of event only.   | Apply for a License Online  | No                                     |
| Gambling Commission | Charitable/Nonprofit Organization - Punchboards/Pull-Tab (04)                            | To allow charitable/nonprofit organizations to conduct punchboard/pull-tabs activities and ensure compliance with regulations. Selling a board with a number of openings, a flare, or a folded tab that conceals winning numbers or symbols.         | The application process is outlined on the Gambling Commission website.  | Charitable / Nonprofit Organization Packet  | 60-90 days (as noted on the Gambling Commission website)                                 | Fee Schedule - Bona Fide Charitable/Nonprofit Organization/Other Businesses | Annual   | Punch Board / Pull-Tab (Charitable / Nonprofit Organization)  | No                                     |
| Gambling Commission | Charitable/Nonprofit Organization - Raffles (02)   | To allow charitable/nonprofit organizations to conduct raffle activities and ensure compliance with regulations. Selling of tickets bearing an individual number for which a prize or prizes are awarded on the basis of a drawing from the tickets. | The application process is outlined on the Gambling Commission website.  | Charitable / Nonprofit Organization Packet  | 60-90 days (as noted on the Gambling Commission website)                                 | Fee Schedule - Bona Fide Charitable/Nonprofit Organization/Other Businesses | Annual   | Apply for a License Online  | No                                     |
| Gambling Commission | Charitable/Nonprofit Organization Enhanced Raffles (30)                                  | To allow charitable/nonprofit organizations whose primary purpose is serving individuals with intellectual disabilities to conduct enhanced raffles.   | The application process is outlined on the Gambling Commission website.  | Charitable / Non profit Organization - Enhanced Raffle Packet   | 60-90 days (as noted on the Gambling Commission website)                                 | Fee Schedule - Bona Fide Charitable/Nonprofit Organization/Other Businesses | Annual   | Enhanced Raffles  | No                                     |
| Gambling Commission | Commercial Business - Amusement Game (52 or 53)  | To allow commercial owners of amusement games to operate and/or rent amusement games in authorized locations, as set forth in WAC and RCW.   | The application process is outlined on the Gambling Commission website.  | Commercial Business Application Packet  | 60-90 days (as noted on the Gambling Commission website)                                 | Fee Schedule - Commercial Stimulant/Profit-Seeking Organization             | Annual   | Amusement Game (Commercial Business)  | No                                     |
| Gambling Commission | Commercial Business - Distributor (21)   | To allow for the distribution, renting or leasing of authorized gambling equipment for use in authorized gambling activities.  | The application process is outlined on the Gambling Commission website.  | Commercial Business Application Packet  | 60-90 days (as noted on Gambling Commission website)                                     | Fee Schedule - Commercial Stimulant/Profit-Seeking Organization             | Annual   | Distributor (equipment and supplies)  | No                                     |
| Gambling Commission | Commercial Business - Fund-Raising Event Distributor (28)                                | To allow commercial organizations to rent or lease equipment for fund-raising events.  | The application process is outlined Gambling Commission website.   | Commercial Business Application Packet  | 60-90 days (as noted on the Gambling Commission website)                                 | Fee Schedule - Commercial Stimulant/Profit-Seeking Organization             | Annual   | Fund-Raising Event Equipment Distributor (Commercial Business)                                      | No                                     |
| Gambling Commission | Commercial Business - House-Banked Card Games (67)                                       | To allow premises use for playing social, public or house-banked card games and ensure compliance with state regulations. Commercial Stimulant/Profit-Seeking Organization offering House or Non-House-Banked card games.                            | The application process is outlined on the Gambling Commission website.  | Commercial Business Application Packet  | 60-90 days (as noted on Gambling Commission website)                                     | Fee Schedule - Commercial Stimulant/Profit-Seeking Organization             | Annual   | Card Game (Commercial Business)   | No                                     |
| Gambling Commission | Commercial Business - Nonhouse-Banked Card Games (65, 65F)                               | To allow premises use for playing social, public or nonhouse-banked card games and ensure compliance with state regulations. Commercial Stimulant/Profit-Seeking Organization offering Non-House-Banked card games.                                  | The application process is outlined on the Gambling Commission website.  | Commercial Business Application Packet  | 60-90 days (as noted on the Gambling Commission website)                                 | Fee Schedule - Commercial Stimulant/Profit-Seeking Organization             | Annual   | Card Game (Commercial Business)   | No                                     |
| Gambling Commission | Commercial Business - Punchboard/Pull-Tab (05)   | To allow businesses to offer punch boards and pull-tabs and ensure compliance with state regulations. Commercial Stimulant/Profit-Seeking Organization offering punch boards or pull tabs.   | The application process is outlined on the Gambling Commission website.  | Commercial Business Application Packet  | 60-90 days (as noted on the Gambling Commission website)                                 | Fee Schedule - Commercial Stimulant/Profit-Seeking Organization             | Annual   | Punch Board / Pull-Tab (Commercial Businesses)  | No                                     |
| Gambling Commission | Enhanced Raffle Call Center (31)   | To allow an organization to provide unsolicited enhanced raffle sales assistance to the nonprofit organization licensed to conduct enhanced raffles.   | The application process is outlined on the Gambling Commission website.  | Commercial Business Application Packet  | 60-90 days (as noted on the Gambling Commission website)                                 | Fee Schedule - Commercial Stimulant/Profit-Seeking Organization             | Annual   | Enhanced Raffle Call Center   | No                                     |
| Gambling Commission | Linked Bingo Prize Provider (07)   | To allow organizations to provide the means to licensed bingo operators in Washington the means to link bingo prizes and ensure compliance with state regulations.   | The application process is outlined on the Gambling Commission website.  | Commercial Business Application Packet  | 60-90 days (as noted on Gambling Commission website)                                     | Fee Schedule - Commercial Stimulant/Profit-Seeking Organization             | Annual   | Linked Bingo Prize Provider   | No                                     |
| Gambling Commission | Manufacturer of Gambling Equipment/Paraphernalia (20)                                    | To allow for the manufacturing of gambling equipment and ensure compliance with state regulations. Manufacturers of gambling equipment/paraphernalia.  | The application process is outlined on the Gambling Commission website.  | Commercial Business Application Packet  | 60-90 days (as noted on the Gambling Commission website)                                 | Fee Schedule - Commercial Stimulant/Profit-Seeking Organization             | Annual   | Manufacturer (equipment and supplies)   | No                                     |
| Gambling Commission | Manufacturer of Gambling Equipment/Paraphernalia Special Sales Permit (25)               | A special sales permit may be issued when demand for a particular type of equipment, scheme, or paraphernalia is anticipated to be below the level of economic feasibility of obtaining a license. Commercial.                                       | The application process is outlined on the Gambling Commission website.  | Manufacturer of Gambling Equipment / Paraphernalia Special Sales Permit Packet                              | 60-90 days (as noted on the Gambling Commission website)                                 | Fee Schedule - Commercial Stimulant/Profit-Seeking Organization             | Permit is good for one year. It is not renewable. Must get a manufacturer's license to continue activity beyond permit year. | Manufacturer - Special Permit   | No                                     |
| Gambling Commission | Permit for Commercial Businesses to Conduct Bingo at Agricultural Fairs (51)             | To allow a commercial business to conduct Bingo at agricultural fairs only.  | The application process is outlined on the Gambling Commission website.  | Permit Application for a Commercial Business to Conduct Bingo at Agricultural Fairs Only                    | 60-90 days (as noted on the Gambling Commission website)                                 | Fee Schedule - Commercial Stimulant/Profit-Seeking Organization             | One-time or annual permit  | Agricultural Fair € Commercial Business to Conduct Bingo at Agricultural Fairs ONLY Permit          | No                                     |
| Gambling Commission | Permit for Nonprofit Organizations to Conduct Bingo at Agricultural Fair (41)            | To allow a non-profit organization to conduct Bingo at agricultural fairs only. Non-Profit Organization.   | The application process is outlined in our Gambling License Certification Program Brochure, which is found on our website. | Permit Application to Conduct Bingo at Agricultural Fairs Only  | 60 days (as noted on our website in the Gambling License Certification Program Brochure) | Fee Schedule - Bona Fide Charitable/Nonprofit Organization/Other Businesses | Permit is good for the time of fair only.  | Agricultural Fair € Charitable / Nonprofit Organization to Conduct Bingo at Agricultural Fairs ONLY | No                                     |

| Agency                    | License Title  | Purpose  | How to Submit   | Application   | Processing Time   | Fees   | License Renewal  | Related Online Resources and Comments   | Is this license available through BLS? |
|---------------------------|--|--|---|---|---|--|--|---|--|
| Gambling Commission       | Punch Board / Pull-Tab Service Business Permit (27)              | To control gambling equipment and records relating to the operation of gambling activities. Commercial organization that provides recordkeeping services for punch board and pull-tab operators for compensation.  | The application process is outlined on the Gambling Commission website.               | Punch Board / Pull-Tab Service Business Permit (27)   | 60-90 days (as noted on Gambling Commission website)  | Fee Schedule - Commercial Stimulant/Profit-Seeking Organization  | Annual   | Punch Board / Pull-Tab Service Business   | No                                     |
| Gambling Commission       | Recreational Gaming Activity Permit (19) Commercial              | To allow an organization to conduct a Recreational Gaming Activity (RGA). Commercial organization that is planning on conducting an RGA .  | The application process is outlined on the Gambling Commission website.               | Recreational Gaming Activity Permit   | 14 days (as noted on the Agency Application)  | Fee Schedule - Commercial Stimulant/Profit-Seeking Organization  | None   | Apply for a license online  | No                                     |
| Gambling Commission       | Recreational Gaming Activity Permit (19) Nonprofit               | To allow an organization to conduct a Recreational Gaming Activity (RGA). Charitable/non-profit organization that is planning on conducting an RGA .   | The application process is outlined on the Gambling Commission website.               | Recreational Gaming Activity Permit   | 14 days (as noted on the Agency Application)  | Fee Schedule - Bona Fide Charitable/Nonprofit Organization/Other Businesses  | None   | Apply for a license online  | No                                     |
| Gambling Commission       | Service Supplier (26)  | To allow for services to be provided related to gambling and ensure compliance with state regulations. Consulting or advisory services regarding gambling, gambling management services, financing for gambling, etc.  | The application process is outlined on the Gambling Commission website.               | Commercial Business Application Packet  | 60-90 days (as noted on the Gambling Commission website)  | Fee Schedule - Commercial Stimulant/Profit-Seeking Organization  | Annual   | Service Supplier (consulting and other services)  | No                                     |
| Horse Racing Commission   | Washington Horse Racing Commission (WHRC) Association License    | To allow persons or entities to own and/or operate a horse racing facility where pari-mutuel wagering is conducted.  | Please contact the Washington Horse Racing Commission at 360-459-6462.                | Complete the application. Following review of the application and background checks, you must appear at a commission meeting for approval vote. | Approximately five months.  | \$50,000 - Initial application \$200 - Per live race day (first year of operation) \$500 - Per live race day (subsequent years of operation) | License is valid for one year, but can be extended each year by applying for race dates. | In 2018, two racing associates were granted race dates to conduct pari-mutuel racing. All had been previously licensed. The most recent license was issued to Emerald Racing LLC in 2015.   | No                                     |
| Horse Racing Commission   | Washington Horse Racing Commission (WHRC) Commercial License     | To allow persons and businesses in commercial operations to participate in pari-mutuel horse racing activities.  | An annual application must be completed, signed, and submitted with appropriate fees. | Forms and Reports   | Generally, applications are processed immediately. (Twelve percent in more than seven days. All others less than seven days.) | \$31 to \$146 - Filing of application (per year) \$10 - Fingerprint  | Yes. Valid for each calendar year.   | The WHRC licenses all persons who participate directly in pari-mutuel horse racing (and have access to the restricted areas of the track). While the majority of licenses are issued to individuals, some of these individuals are involved in commercial activities at the track. For that reason they are considered "businesses" for the purpose of this effort. The only delay in issuing a license is when an applicant discloses a racing violation or criminal conviction, which requires they see the stewards before a license can be issued. Most licenses are issued at the time of application. | No                                     |
| Liquor and Cannabis Board | Accommodation Sale Permit  | An accommodation sale permit allows an individual or business to sell a private collection of wine or spirits to another individual or business. A permit may be issued by the Washington State Liquor and Cannabis Board (WSLCB) to allow the sale of a private collection to a licensee, but may not be issued to a licensee to sell to a private individual or business. Both the seller and buyer must be located in Washington State. | Mail application directly to WSLCB with \$25 fee.                                     | Application for an accommodation sale   | Seven to 14 days  | \$25   | These are one-time permits.  | Application for an accommodation sale   | No                                     |
| Liquor and Cannabis Board | Application for Nonprofits to Hold Private Auctions to Retailers | This permit allows a nonprofit organization to get authorization to sell wine through a private auction not open to the public.  | Mail application directly to WSLCB with \$25 fee per manufacturer.                    | Permits Application for Nonprofit Wine Auction Permit Note: Validation of information submitted on application is required.                     | Seven to 14 days  | \$25 fee per manufacturer  | These are one-time permits   | Application for Nonprofit Wine Auction Permit   | No                                     |
| Liquor and Cannabis Board | Banquet Permit   | To allow the service and consumption of retail priced liquor at a private, invitation-only banquet or gathering held in a public place or business. Applies to for-profit businesses, societies, organizations, and individuals. No sales of liquor.   | Application process is done online and emailed directly to applicant within minutes.  | Online Banquet Permit   | Permit is issued immediately by email to applicant. Prefer two weeks (as noted on the Agency website) in case of issues.      | \$10 per day/per location  | Only good for the specified day and time   | Online Banquet Permit   | No                                     |
| Liquor and Cannabis Board | Cannabis Cooperative   | A cooperative may be formed by qualifying patients and/or designated providers to share responsibility for growing and processing Cannabis only for the medical use of the members of the cooperative.   | Mail application directly to WSLCB.   | Application to Register a Cooperative   | 60 to 90 days   | None   | No   |   | No                                     |
| Liquor and Cannabis Board | Cannabis Processor   | A Cannabis processor license allows the licensee to process, dry, cure, package, and label usable Cannabis, Cannabis concentrates, and Cannabis-infused products for sale at wholesale to Cannabis processors and Cannabis retailers.  | Not currently available   | Apply through Business Licensing Service  | When available, processing time is 90 to 120 days   | \$250 - Application fee/\$1,381 annually   | Must renew annually  |   | No                                     |
| Liquor and Cannabis Board | Cannabis Producer  | A Cannabis producer license allows the licensee to produce, harvest, trim, dry, cure, and package Cannabis into lots for sale at wholesale to Cannabis processor licensees and to other Cannabis producer licensees.   | Not currently available   | Apply through Business Licensing Service  | When available, processing time is 90 to 120 days   | \$250 application fee/\$1,381 annually   | Must renew annually  |   | No                                     |
| Liquor and Cannabis Board | Cannabis Researcher  | A Cannabis research license is required for the licensee to produce, process, or possess Cannabis to conduct scientific research on Cannabis and Cannabis-derived products.  | Apply through Business Licensing Service  | Marijuana   | 90 to 120 days  | \$250 application fee/\$1,300 annually   | Must renew annually  |   | Yes                                    |
| Liquor and Cannabis Board | Cannabis Retailer  | A Cannabis retailer license allows the licensee to sell only usable Cannabis, Cannabis concentrates, Cannabis-infused products, and Cannabis paraphernalia at retail in retail outlets to persons twenty-one years of age and older.   | Not currently available   |   | When available, processing time is 90 to 120 days   | \$250 application fee/\$1,381 annually   | Must renew annually  |   | No                                     |

| Agency                    | License Title   | Purpose   | How to Submit                                     | Application   | Processing Time           | Fees  | License Renewal  | Related Online Resources and Comments | Is this license available through BLS? |
|---------------------------|---|---|---|---|---------------------------|---|--|---------------------------------------|--|
| Liquor and Cannabis Board | Cannabis Transporter  | A transportation license allows the licensee to physically transport or deliver Cannabis, Cannabis concentrates, and Cannabis-infused products between licensed Cannabis businesses within Washington state.  | Apply through Business Licensing Service          | Marijuana   | 90 to 120 days            | \$250 application fee/\$1,000   | Must renew annually  |                                       | Yes                                    |
| Liquor and Cannabis Board | Cigarette Retailer License  | To allow cigarettes to be sold at retail.   | Apply through Business Licensing Service          | Cigarette, Tobacco, and Vapor   | Seven to 10 business days | \$175 per location fee  | Must renew annually  |                                       | Yes                                    |
| Liquor and Cannabis Board | Cigarette Vending Machine License   | To allow owners of machines that dispense cigarettes to be sold at retail.  | Apply through Business Licensing Service          | Cigarette, Tobacco, and Vapor   | Seven to 10 business days | \$30 per machine at each location fee \$175 per location fee (Cigarette Retailer License) | Must renew annually  |                                       | Yes                                    |
| Liquor and Cannabis Board | Cigarette Wholesaler License  | To allow the purchase, sell, and distribution of cigarettes to retailers in the State of Washington.  | Apply through Business Licensing Service          | Cigarette, Tobacco, and Vapor   | Seven to 10 business days | \$650 main location fee \$115 each branch location fee                                    | Must renew annually  |                                       | Yes                                    |
| Liquor and Cannabis Board | Class 01, 02 or 06 - Alcohol Permit                                       | To be able to purchase liquor for health care facilities, mechanical, manufacturing or scientific businesses, or drug stores. Applies to businesses purchasing liquor (including alcohol) by a physician, dentist, a person in charge of an institution or home care, a person engaged in a mechanical or manufacturing business, scientific institutions, accredited education institution or drug store to be sold as a prescription. | Mail application directly to WSLCB with fee       | Class 1, 2, or 6 - Alcohol Permit   | Seven to 14 days          | \$5 or \$10 depending on amount needed  | All WSLCB permits expire June 30 of every year and they must be renewed annually. WSLCB sends renewal notices out the second week in May every year.   | Permits                               | No                                     |
| Liquor and Cannabis Board | Class 04 Permit - Serve Employee and Guest                                | To allow businesses to serve liquor, without charge, to employees or invited guests in specified locations for no more than 24 hours during any week. Applies to businesses that do not hold a liquor license that want to serve liquor without charge to employees or invited guests.  | Mail application directly to WSLCB with \$500 fee | Permit  | 45 to 60 days             | \$500   | All WSLCB permits expire June 30th of every year and they must be renewed annually. WSLCB sends renewal notices out the second week in May every year. | Permits                               | No                                     |
| Liquor and Cannabis Board | Class 05 Permit   | To allow the import of alcohol or other materials, in Washington State, to be used in the manufacture of liquor or other products. Applies to manufacturers that want to import alcohol, malt, and other materials containing alcohol to be used in the manufacture of liquor or other products.  | Mail application directly to WSLCB with \$10 fee  | Permits Application for Class 5 Permit  | 10 to 14 days             | \$10  | All WSLCB permits expire June 30th of every year and they must be renewed annually. WSLCB sends renewal notices out the second week in May every year. | Permits                               | No                                     |
| Liquor and Cannabis Board | Class 08 Permit   | To authorize businesses to donate and/or serve liquor without charge to delegates and guests at a convention of a trade association composed of licensees of the Board.   | Mail directly to WSLCB with \$25 fee              | Permits   | 14 days                   | \$25  | These are one-time permits   | Permits                               | No                                     |
| Liquor and Cannabis Board | Class 09 Permit   | To authorize businesses to donate liquor for a reception, breakfast, lunch, or dinner for delegates and guests at a convention of a trade association composed of licensees of the Board. Applies to a manufacturer, importer, or wholesaler of liquor in a non-retail trade show alcohol service.  | Mail to directly to WSLCB with \$25 fee           | Permits Application for Class 9 Permit  | Seven to 14 days          | \$25  | These are one-time permits   | Permits                               | No                                     |
| Liquor and Cannabis Board | Class 10 Permit   | To allow the donation and/or service of liquor without charge to an international trade fair, show, or exposition. Applies to a manufacturer, importer, or wholesaler of liquor in non-retail donation or liquor services.  | Mail application directly to WSLCB with \$30 fee  | Application for Class 10 Permit Permits   | Seven to 14 days          | \$30  | This is a one-time permit  | Permits                               | No                                     |
| Liquor and Cannabis Board | Class 11 Permit - Bed and Breakfast                                       | To allow a bed and breakfast lodging facility to donate or serve beer or wine without charge to overnight guests, for consumption on the premises.  | Mail application directly to WSLCB with \$75 fee  | Permits Application for Class 11 Permit   | 45 to 60 days             | \$75  | All WSLCB permits expire June 30th of every year and they must renew annually. WSLCB sends renewal notices out the second week in May every year.      | Permits                               | No                                     |
| Liquor and Cannabis Board | Class 15 Permit - For Alcohol Tasting by Persons at Least 18 Years of Age | For alcohol tasting by persons at least 18 years of age, who are enrolled as a student in a class that is part of a culinary, wine technology, beer technology, or spirituous technology related degree program at a community or technical college   | Mail application directly to WSLCB                | Permits Application for Class 15 Permit   | Seven to 14 days          | None  | All WSLCB permits expire June 30th of every year and they must be renewed annually. WSLCB sends renewal notices out the second week in May every year. | Permits                               | No                                     |
| Liquor and Cannabis Board | Class 16 Permit - Day Spas  | Offers one complimentary 6 oz. glass of wine or 12 oz. beer to customers at least 21 years of age if the services they receive last one hour or more.   | Mail application directly to WSLCB with \$125 fee | Permits Application for Class 16 Permit   | Seven to 14 days          | \$125   | All WSLCB permits expire June 30th of every year and they must be renewed annually. WSLCB sends renewal notices out the second week in May every year. | Permits                               | No                                     |
| Liquor and Cannabis Board | Class 18 Permit - Special Permit for Wineries                             | Allows a licensed winery 12 private events off their licensed premises where they can offer tastings and sell unopened bottles for off premise consumption.   | Mail application directly to WSLCB with \$10 fee  | Permits Application for Special Permit for a Winery, Distillery, or Brewery   | 10 days                   | \$10  | Single \$10 permit is only good for the specified day and time.  | Permits                               | No                                     |
| Liquor and Cannabis Board | Class 19 Permit - Special Permit for Distilleries & Craft Distilleries    | Allows a licensed distillery 12 private events off their licensed premises where they can offer tastings and sell unopened bottles for off premise consumption.   | Mail application directly to WSLCB with \$10 fee. | Permits Application for Special Permit for a Winery, Distillery, or Brewery   | 10 days                   | \$10  | Single \$11 permit is only good for the specified day and time.  | Permits                               | No                                     |
| Liquor and Cannabis Board | Class 20 Permit - Special Permit for Breweries                            | Allows a licensed brewery 12 private events off their licensed premises where they can offer tastings and sell unopened bottles for off premise consumption.  | Mail application directly to WSLCB with \$10 fee. | Permits Application for Special Permit for a Winery, Distillery, or Brewery (Validation of information submitted on application is required.) | 10 days                   | \$10  | Single \$10 permit is only good for the specified day and time.  | Permits                               | No                                     |

| Agency                               | License Title  | Purpose   | How to Submit  | Application  | Processing Time   | Fees  | License Renewal  | Related Online Resources and Comments  | Is this license available through BLS? |
|--------------------------------------|--|---|--|--|---|---|--|--|--|
| Liquor and Cannabis Board            | Farmers Market Certificate/Endorsement                                     | To allow a Washington winery or brewery to sell bottled wine or beer at a qualified Washington State farmers market for off-premises consumption.   | Mail application directly to WSLCB   | Farmers Market Authorization/Endorsement   | 50 days (as noted on the Agency website)  | None  | Valid for one year. All Farmers Markets authorizations expire June 30th of every year. LCB sends expirations notices in first two weeks of May.  | There is no WAC for this authorization   | No                                     |
| Liquor and Cannabis Board            | Local Wine Association License   | To allow registered WA wine associations to sell wine through events or programs.   | Mail application directly to WSLCB.  | Local Wine Association License application   | 45 days (as noted on the agency application)  | \$700 - Application   | Annually   | Special licenses and permits   | No                                     |
| Liquor and Cannabis Board            | Nonprofit Arts Organization Liquor License                                 | To allow a bona fide nonprofit organization, to sell beer, wine and spirits in conjunction with artistic or cultural exhibitions or performances. Applies to alcohol sold in dedicated lobby space before, intermission, or after performances. | Mail application directly to WSLCB with \$250 fee  | Application for Nonprofit Arts Organization Liquor License   |   | \$250   | Valid for one year. All Nonprofit Arts licenses expire June 30th of every year. LCB sends expirations notices in first two weeks of May.   | Processing time is 60 to 90 days. 75 days on average.  | No                                     |
| Liquor and Cannabis Board            | Non-Retail Liquor and Interstate Common Carrier License                    | To allow businesses to manufacture, distill, wholesale, transport, import, or export alcoholic beverages in Washington State.   | Contact the Liquor and Cannabis Board for detailed information.  | Liquor - Retail and Nonretail Apply for a Liquor License   | 60 to 90 days (including interview, and notification period as noted on the Agency website)   | Variable fee  |  |  | Yes                                    |
| Liquor and Cannabis Board            | Raffle Liquor Permit   | To allow a nonprofit organization to raffle liquor to its members at a specified date and place.  | Mail application and fees directly to WSLCB with \$10 or \$25 fee  | Raffle Permits Permits   | 30 days (as noted on the Agency website), but normally five to 10 days  | \$10 single event fee \$25 annual permit fee  | Single \$10 permit is only good for the specified day and time. The \$25 yearly permits are good for the year and our renewed yearly on June 30. WSLCB sends out renewal notices second week in May. | Permits  | No                                     |
| Liquor and Cannabis Board            | Retail Liquor License  | To authorize retailers to sell beer, wine, or spirits in Washington State for on and off premise consumption depending on license type.   | Apply online on the Business Licensing Service (BLS) website, or mail the Business License Application and Retail Addendum to BLS. | Liquor - Retail and Nonretail Apply for a Liquor License   | 60 to 90 days (including interview, and notification period as noted on the Agency website)   | Variable fee  | Must renew annually  | Retail Liquor License Endorsement Descriptions and Fees Information  | Yes                                    |
| Liquor and Cannabis Board            | Special Occasion License   | To allow a bona fide not-for-profit society or organization to sell spirits, beer, and wine by the individual serving for on-premises consumption at a specified event.   | Mail application directly to WSLCB with \$60 fee   | Application for Special Occasion License for a Nonprofit Society or Organization Special Occasion Licenses | 45 days (as noted on the Agency application)  | \$60 per day/per location   | License is only valid for specified day and time (limited to 12 single-day events per calendar year)   | Special occasion licenses  | No                                     |
| Liquor and Cannabis Board            | Tobacco Distributor License  | To allow the purchase, sell, or distribution of tobacco products other than cigarettes to retailers for sale.   | Apply through Business Licensing Service.  | Cigarette, Tobacco, and Vapor  | Seven to 10 business days   | \$650 main location fee \$115 branch location fee (for each location) See Cigarette Retailer Fees                                 | Must renew annually  |  | Yes                                    |
| Liquor and Cannabis Board            | Tobacco Products Retailer License  | To allow the sell of tobacco products other than cigarettes at retail.  | Apply through Business Licensing Service   | Cigarette, Tobacco, and Vapor  | Seven to 10 business days   | \$175 per location fee  | Must renew annually  |  | Yes                                    |
| Liquor and Cannabis Board            | Vapor Product Delivery   | To allow delivery sales of vapor products.  | Apply through Business Licensing Service   | Cigarette, Tobacco, and Vapor  |   | \$250 per location (can't be domicile)  | Must renew annually  |  | Yes                                    |
| Liquor and Cannabis Board            | Vapor Product Distributor  | To allow the purchase, sell or distribution of vapor products to vapor product retailers.   | Apply through Business Licensing Service   | Cigarette, Tobacco, and Vapor  |   | \$150 initial location fee \$100 branch location fee (for each location)  | Must renew annually  |  | Yes                                    |
| Liquor and Cannabis Board            | Vapor Product Retailer   | To allow the sell of vapor products at retail.  | Apply through Business Licensing Service   | Cigarette, Tobacco, and Vapor  |   | \$175 for each location   | Must renew annually  |  | Yes                                    |
| Lottery                              | Lottery Retailer General License   | Authorizes business to conduct the routine sale of lottery tickets at a fixed structure where exclusive sale of lottery tickets is prohibited.  | Apply for Lottery endorsement through Business License Service and pay the fee.  | Lottery Retailer   | After a completed application is received, a license will be issued within 24 hours. Applicants are allowed up to six months to complete the application process. | \$25  | None   | No time indicated; too many factors for approval time. The Department of Revenue website reflects current charges.   | Yes                                    |
| Lottery                              | Lottery Retailer Promotional License                                       | To allow the sale of scratch and/or online game tickets for a marketing promotion not to exceed 180 days.   | Contact Washington State Lottery   | Contact Washington State Lottery   | After a completed application is received, a license will be issued within 24 hours.  | \$25 - License, however Lottery Director may authorize waiving of license fee for term of promotional license per associated WAC. | None   | No time indicated; needs Director's approval.  | No                                     |
| Lottery                              | Lottery Retailer Provisional License with DOR Business License Application | Temporarily authorizes sale of lottery tickets, both scratch and online, for 90 days while a general license is processed.  | Contact Washington State Lottery   | Apply for Lottery endorsement through the Business Licensing Service and pay the fee.                      | After a completed application is received, a license will be issued within 24 hours.  | \$25  | None   | If the licensee successfully passes the background check and the credit review and begins selling within 90 days, the provisional license is toggled into a general license. A one-time, 90 day extension is allowed with Director's approval. | No                                     |
| Office of the Insurance Commissioner | Captive Insurer Registration   | To be able to remit premium taxes owed to the state of Washington.  | Submit online application.   | Captive insurer registration   | Depends upon the completeness of the application and the absence of irregularities.   | \$2,500 - Filing  | Annual   |  | No                                     |
| Office of the Insurance Commissioner | Certificate of Authority   | To authorize an insurer to transact insurance in the state of Washington.   | Submit a paper or online application.  | About company admissions   | Depends upon the completeness of the application and the absence of irregularities, usually 60 to 90 days.  | \$400 - Filing  | Annual   |  | No                                     |
| Office of the Insurance Commissioner | Certificate of Exemption to Issue Charitable Gift Annuities                | To permit an organization to issue charitable gift annuities. License required for any insurer or educational, religious, charitable, or scientific institution conducting a charitable gift annuity business.                                  | Submit a paper or online application.  | Charitable gift annuity  | Depends upon the completeness of the application and the absence of irregularities.   | \$25 - Filing   | Annual   |  | No                                     |

| Agency                               | License Title   | Purpose   | How to Submit  | Application  | Processing Time   | Fees  | License Renewal                                 | Related Online Resources and Comments | Is this license available through BLS? |
|--------------------------------------|---|---|--|--|---|---|---|---------------------------------------|--|
| Office of the Insurance Commissioner | Certificate of Registration - Certified and Accredited Reinsurers                 | To operate certified and accredited reinsurers to operate in the state of Washington.   | Submit a paper application.  | Certified, accredited and alien reinsurer applications | Depends upon the completeness of the application and the absence of irregularities. Must be issued or denied within 90 days after application is deemed complete. | \$25 - Filing   | Annual  |                                       | No                                     |
| Office of the Insurance Commissioner | Certificate of Registration - Health Carrier as a Health Care Service Contractor  | To operate a health carrier as a Health Care Service Contractor in the state of Washington.   | Submit a paper or online application.  | Health carrier admissions                              | Depends upon the completeness of the application and the absence of irregularities, usually 60 to 90 days.  | \$10 - Filing   | Annual  |                                       | No                                     |
| Office of the Insurance Commissioner | Certificate of Registration - Health Carrier as a Health Maintenance Organization | To operate a health carrier as a Health Maintenance Organization in the state of Washington.  | Submit a paper or online application.  | Health carrier admissions                              | Depends upon the completeness of the application and the absence of irregularities. Must be issued or denied within 90 days after application is deemed complete. | \$100 - Filing  | Annual  |                                       | No                                     |
| Office of the Insurance Commissioner | Certificate of Registration - Independent Review Organization                     | To operate an independent review organization in the state of Washington.   | Submit a paper or online application.  | Independent review process                             | Depends upon the completeness of the application and the absence of irregularities.   | None  | None. However, annual recertification required. |                                       | No                                     |
| Office of the Insurance Commissioner | Certificate of Registration - Pharmacy Benefit Manager                            | To operate a pharmacy benefit manager in the State of Washington.   | Online applications only.  | Registering as a pharmacy benefit manager (PBM)        | Depends upon the completeness of the application and the absence of irregularities.   | \$200 - Filing  | Annual  |                                       | No                                     |
| Office of the Insurance Commissioner | Certificate of Registration - Trusted alien reinsurer                             | To operate a trusted alien reinsurer to operate in the state of Washington.   | Submit a paper application.  | Certified, accredited and alien reinsurer applications | Depends upon the completeness of the application and the absence of irregularities. Must be issued or denied within 90 days after application is deemed complete. | \$25 - Filing   | No, however annual report requirement.          |                                       | No                                     |
| Office of the Insurance Commissioner | Discount Plan Organization License  | To allow the operation of a Discount Plan Organization in the state of Washington. A company that in exchange for fees, dues, charges, or other consideration, provides or purports to provide access to discounts to its members on charges by providers for health care services. | Submit a paper application.  | Discount plan organization                             | Depends upon the completeness of the application and the absence of irregularities. Must be issued or denied within 90 days after application is deemed complete. | \$250 - Filing  | Annual  |                                       | No                                     |
| Office of the Insurance Commissioner | Fraternal benefit Society License   | To operate as a fraternal benefit society in the state of Washington.   | Submit a paper application or online applications.   | Applying for admission                                 | Depends upon the completeness of the application and the absence of irregularities.   | \$25 - Filing   | Annual  |                                       | No                                     |
| Office of the Insurance Commissioner | Home Heating Fuel Service Contract Provider Registration                          | To authorize the repair, replacement or maintenance of a customer-owned home heating fuel supply system.  | Submit a paper or online application.  | Home heating fuel notice                               | Depends upon the completeness of the application and the absence of irregularities.   | \$100 - Filing  | Annual  |                                       | No                                     |
| Office of the Insurance Commissioner | Independent Insurance Adjuster License  | To authorize the work as an Independent Insurance Adjuster in the state of Washington. Applies to independent Insurance Adjuster businesses providing service in the state.   | Apply through online licensing services of the Office of the Insurance Commissioner. <a href="#">☐</a> | OIC online services                                    | Depends upon the completeness of the application - usually one to seven days.   | \$5 - Filing \$50 - Location fee (for each location)  | Every two years.                                | OIC online services                   | No                                     |
| Office of the Insurance Commissioner | Letter of Registration - Risk Purchasing Group                                    | To operate as a risk purchasing group in the state of Washington.   | Submit a paper application.  | Risk purchasing group                                  | Depends upon the completeness of the application and the absence of irregularities.   | None  | None  |                                       | No                                     |
| Office of the Insurance Commissioner | Letter of Registration - Risk Retention Group                                     | To operate as a risk retention group in the state of Washington.  | Submit a paper application.  | NAIC Products - Technology, Data & Publications        | Depends upon the completeness of the application and the absence of irregularities.   | None  | None  |                                       | No                                     |
| Office of the Insurance Commissioner | Life Insurance Settlement Broker License  | To authorize the work of a Life Insurance Settlement Broker in the state of Washington. Applies to Life Insurance Settlement Brokers providing service in the state.  | Apply through online licensing services of the Office of the Insurance Commissioner.                   | OIC online services                                    | Depends upon the completeness of the application - usually one to seven days.   | \$5 - Filing \$100 - Location fee (for each location) | Every two years.                                | OIC online services                   | No                                     |
| Office of the Insurance Commissioner | Life Settlement Provider License  | To authorize the work as a Life Settlement Provider in the state of Washington.   | Submit a paper or online application.  | Life settlement provider application packet            | Depends upon the completeness of the application and the absence of irregularities.   | \$250 - Filing  | Annual  |                                       | No                                     |
| Office of the Insurance Commissioner | Producer - Full Line Insurance License  | To authorize the work of a Full Line Insurance Producer in the state of Washington. Applies to businesses operating as a Full Line Insurance Producer.  | Apply through online licensing services of the Office of the Insurance Commissioner.                   | OIC online services                                    | Depends upon the completeness of the application - usually one to seven days.   | \$5 - Filing \$55 - Location fee (for each location)  | Every two years.                                | OIC online services                   | No                                     |

| Agency                               | License Title                                      | Purpose   | How to Submit  | Application                                       | Processing Time  | Fees   | License Renewal  | Related Online Resources and Comments  | Is this license available through BLS? |
|--------------------------------------|--|---|--|---|--|--|--|--|--|
| Office of the Insurance Commissioner | Producer - Limited Line Insurance License          | To authorize the work of a Limited Line Insurance Producer in the State of Washington. Applies to businesses operating as a Limited Line Insurance Producer.  | Apply through online licensing services of the Office of the Insurance Commissioner. | OIC online services                               | Depends upon the completeness of the application - usually one to seven days.  | \$5 - Filing \$20 - Location fee (for each location)   | Every two years.   | OIC online services  | No                                     |
| Office of the Insurance Commissioner | Protection Product Guarantee Provider Registration | To authorize the work as a protection product guarantee provider in the state of Washington.  | Submit a paper or online application.  | Protection product guarantee provider             | Depends upon the completeness of the application and the absence of irregularities.  | \$250 - Filing   | Annual   |  | No                                     |
| Office of the Insurance Commissioner | Public Insurance Adjuster License                  | To authorize the work as a Public Insurance Adjuster in the state of Washington. Applies to Public Insurance Adjuster businesses providing service in the state.  | Apply through online licensing services of the Office of the Insurance Commissioner. | OIC online services                               | Depends upon the completeness of the application - usually one to seven days.  | \$5 - Filing \$50 - Location fee (for each location)   | Every two years.   | OIC online services  | No                                     |
| Office of the Insurance Commissioner | Rating Bureau Organization License                 | To operate a rating bureau organization in the state of Washington.   | Submit a paper application.  | Applying for admission                            | Depends upon the completeness of the application and the absence of irregularities.  | \$25 - Filing \$250 - Title rating organization  | Every three years.   |  | No                                     |
| Office of the Insurance Commissioner | Registration to Offer GAP Waivers                  | To register companies offering non-insurance GAP waivers in auto financing contracts. Applies to non-exempt companies participating in the financing of an automobile and offering debt-forgiveness of the excess over insurance reimbursement when a car is totaled. | Online application only.   | GAP waiver  | Depends upon the completeness of the application and the absence of irregularities.  | \$250 - Filing   | None   |  | No                                     |
| Office of the Insurance Commissioner | Reinsurance Intermediary License                   | To allow reinsurance intermediary services to be provided in the state of Washington. License applies to a reinsurance intermediary broker or manager.  | Submit a paper or online application.  | Reinsurance intermediary application instructions | Depends upon the completeness of the application and the absence of irregularities.  | \$50 - Broker \$100 - Manager  | Annual   |  | No                                     |
| Office of the Insurance Commissioner | Rental Car Agency License                          | To allow a rental car agent to provide insurance services in the state of Washington. License applies to rental car insurance producers in the state.   | Request a paper application.   | Contact Producer Licensing and Oversight          | Usually one to seven days, depending upon the completeness of the application.   | \$130 - \$375 - Filing \$35 - Location fee (for each additional location)  | Every two years.   |  | No                                     |
| Office of the Insurance Commissioner | Service Contract Provider Registration             | To be able to conduct a service contract business in the state of Washington.   | Submit a paper or online application.  | Services contract provider registration           | Depends upon the completeness of the application and the absence of irregularities.  | \$250 - Filing   | Annual   |  | No                                     |
| Office of the Insurance Commissioner | Surplus Line Insurance Broker License              | To allow a Surplus Insurance Broker to provide services in the state of Washington. Applies to Surplus Line Insurance Broker businesses providing service in the state.   | Apply through online licensing services of the Office of the Insurance Commissioner. | OIC online services                               | Depends upon the completeness of the application - usually one to seven days.  | \$5 - Filing \$200 - Location fee (for each location)  | Every two years.   | OIC online services  | No                                     |
| Secretary of State                   | Certificate of Limited Partnership                 | To form a Limited Partnership in the State of Washington.   | Online or paper submission.  | Corporations & Charities Division                 | Same day to two business days - Expedited filing 7p to 14 business days - Standard filing  | \$200 - Online filing (includes expedited service) \$180 - Standard paper filing \$230 - Expedited paper filing \$60 - Annual Report | This registration is good for one year. State law requires filing an annual report and paying an annual fee. | All formations, certificates and reports for legal entities are filed at OSOS. Additional maintenance documents are routinely filed for this entity type including initial reports, amendments, statements of change, mergers, conversions, reinstatements and dissolutions. All maintenance documents are also filed with OSOS. | No                                     |
| Secretary of State                   | Charitable Solicitations Registration              | Required to fundraise from the public for charitable purposes; to increase transparency and accountability of organizations soliciting funds from the public; and provide the public with information to assist with their giving decisions.                          | Online or paper submission.  | Corporations & Charities Division                 | Same day to two business days - Expedited filing 12 business days - Standard filing  | \$60 - Initial registration \$40 - Renewal (expedited service available for an additional \$50)                                      | Annual registration required.  | This is a registration and not considered a license. 2010 legislation allows a charity to begin soliciting 20 days after we receive the application whether we have been able to review and file it or not.  | No                                     |
| Secretary of State                   | Charitable Trust Registration                      | To protect the public's interest in the property and assets committed to charitable purposes in the state through registration, information, and enforcement.   | Paper submission. Trusts are often drafted by attorneys.                             | Registration Forms                                | Same day to two business days - Expedited filing 12 business days - Standard filing  | \$25 - Standard paper filing \$75 - Expedited paper filing   | Annual registration required.  |  | No                                     |
| Secretary of State                   | Commercial Fundraiser - Registration               | To be able to solicit or receive contributions for or on behalf of any charitable organization or charitable purpose for compensation or other consideration.   | Online or paper submission.  | Corporations & Charities Division                 | Same day to two business days - Expedited filing 12 business days - Standard filing  | \$300 - Initial registration \$225 - Annual renewal \$50 - Expedited service   | Annual registration required.  |  | No                                     |
| Secretary of State                   | Cooperative Association - Registration             | To conduct any lawful business on the cooperative plan.   | Online or paper submission.  | Corporations & Charities Division                 | Same day to two business days - Expedited filing 7p to 14 business days - Standard filing  | \$25 - Filing \$50 - Expedited service (additional) \$10 - Annual Report   | This registration is good for one year. State law requires filing an annual report and paying an annual fee. | All formations, certificates and reports for legal entities are filed at OSOS. Additional maintenance documents are routinely filed for this entity type including initial reports, amendments, statements of change, mergers, conversions, reinstatements and dissolutions. All maintenance documents are also filed with OSOS. | No                                     |
| Secretary of State                   | Foreign Entity Registration                        | To allow a Foreign (non-Washington) Entity to transact business in the State of Washington.   | Online or paper submission.  | Corporations & Charities Division                 | Same day to two business days - Expedited filing 7p to 14 business days - Expedited filing: Same day to two business days - Expedited filing | \$200 - Online filing (includes expedited service) \$180 - Standard paper filing \$230 - Expedited paper filing \$60 - Annual Report | This registration is good for one year. State law requires filing an annual report and paying an annual fee. | All formations, certificates and reports for legal entities are filed at OSOS. Additional maintenance documents are routinely filed for this entity type including initial reports, amendments, statements of change, mergers, conversions, reinstatements and dissolutions. All maintenance documents are also filed with OSOS. | No                                     |
| Secretary of State                   | Fundraising Service Contract - Registration        | For charitable organizations to be able to contract for fundraising services with a commercial fundraiser.  | Online or paper submission.  | Corporations & Charities Division                 | Same day to two business days - Expedited filing 12 business days - Standard filing  | \$20 - Standard paper filing \$70 - Expedited paper filing   | Annual   |  | No                                     |

| Agency             | License Title  | Purpose   | How to Submit               | Application                       | Processing Time   | Fees  | License Renewal  | Related Online Resources and Comments  | Is this license available through BLS? |
|--------------------|--|---|-----------------------------|-----------------------------------|---|---|--|--|--|
| Secretary of State | Limited Liability Company - Certificate of Formation                   | To be able to form a Limited Liability Company in the State of Washington.                            | Online or paper submission. | Corporations & Charities Division | Same day to two business days - Expedited filing 1p to 14 business days - Standard filing | \$200 - Online filing (includes expedited services) \$180 - Paper standard filing \$230 - Expedited paper filing \$60 - Annual Report | This registration is good for one year. State law requires filing an annual report and paying an annual fee. | All formations, certificates and reports for legal entities are filed at OSOS. Additional maintenance documents are routinely filed for this entity type including initial reports, amendments, statements of change, mergers, conversions, reinstatements and dissolutions. All maintenance documents are also filed with OSOS. | No                                     |
| Secretary of State | Limited Liability Limited Partnerships - Certificate                   | To change or elect a Limited Partnership to a become a Limited Liability Limited Partnership.         | Online or paper submission. | Corporations & Charities Division | Same day to two business days - Expedited filing 1p to 14 business days - Standard filing | \$200 - Online filing (includes expedited service) \$180 - Standard paper filing \$230 - Expedited paper filing \$60 - Annual Report  | This registration is good for one year. State law requires filing an annual report and paying an annual fee. | All formations, certificates and reports for legal entities are filed at OSOS. Additional maintenance documents are routinely filed for this entity type including initial reports, amendments, statements of change, mergers, conversions, reinstatements and dissolutions. All maintenance documents are also filed with OSOS. | No                                     |
| Secretary of State | Limited Liability Partnership - Registration                           | To be able to form a Limited Liability Partnership in the State of Washington.                        | Online or paper submission. | Corporation & Charities Division  | Same day to two business days - Expedited filing 1p to 14 business days - Standard filing | \$200 - Online filing (includes expedited service) \$180 - Standard paper filing \$230 - Expedited paper filing \$60 - Annual Report  | LLPs are required to pay an annual fee accompanied by a notice of the number of partners.                    | All formations, certificates and reports for legal entities are filed at OSOS. Additional maintenance documents are routinely filed for this entity type including initial reports, amendments, statements of change, mergers, conversions, reinstatements and dissolutions. All maintenance documents are also filed with OSOS. | No                                     |
| Secretary of State | Massachusetts Trust - Registration                                     | Unincorporated business associates created by common law. Holding property to be managed by trustees. | Online or paper submission. | Corporations & Charities Division | Same day to two business days - Expedited filing 1p to 14 business days - Standard filing | \$200 - Online filing (includes expedited service) \$180 - Standard paper filing \$230 - Expedited paper filing \$60 - Annual Report  | This registration is good for one year. State law requires filing an annual report and paying an annual fee. | All formations, certificates and reports for legal entities are filed at OSOS. Additional maintenance documents are routinely filed for this entity type including initial reports, amendments, statements of change, mergers, conversions, reinstatements and dissolutions. All maintenance documents are also filed with OSOS. | No                                     |
| Secretary of State | Nonprofit Corporation - Articles of Incorporation                      | To be able to form a Nonprofit Corporation in the State of Washington.                                | Online or paper submission. | Corporations & Charities Division | Same day to two business days - Expedited filing 1p to 14 business days - Standard filing | \$50 - Online filing (includes expedited service) \$30 - Standard paper filing \$80 - Expedited paper filing \$10 - Annual Report     | This registration is good for one year. State law requires filing an annual report and paying an annual fee. | All formations, certificates and reports for legal entities are filed at OSOS. Additional maintenance documents are routinely filed for this entity type including initial reports, amendments, statements of change, mergers, conversions, reinstatements and dissolutions. All maintenance documents are also filed with OSOS. | No                                     |
| Secretary of State | Nonprofit Professional Service Corporation - Articles of Incorporation | To be able to form a Nonprofit Professional Service Corporation in the State of Washington.           | Online or paper submission. | Corporations & Charities Division | Same day to two business days - Expedited filing 1p to 14 business days - Standard filing | \$50 - Online filing (includes expedited service) \$30 - Standard paper filing \$80 - Expedited paper filing \$10 - Annual Report     | This registration is good for one year. State law requires filing an annual report and paying an annual fee. | All formations, certificates and reports for legal entities are filed at OSOS. Additional maintenance documents are routinely filed for this entity type including initial reports, amendments, statements of change, mergers, conversions, reinstatements and dissolutions. All maintenance documents are also filed with OSOS. | No                                     |
| Secretary of State | Professional Limited Liability Company - Registration                  | To be able to work as a Professional Limited Liability Company in the State of Washington.            | Online or paper submission. | Corporations & Charities Division | Same day to two business days - Expedited filing 1p to 14 business days - Standard filing | \$200 - Online filing (includes expedited service) \$180 - Standard paper filing \$230 - Expedited paper filing \$60 - Annual Report  | This registration is good for one year. State law requires filing an annual report and paying an annual fee. | All formations, certificates and reports for legal entities are filed at OSOS. Additional maintenance documents are routinely filed for this entity type including initial reports, amendments, statements of change, mergers, conversions, reinstatements and dissolutions. All maintenance documents are also filed with OSOS. | No                                     |
| Secretary of State | Profit Corporation - Articles of Incorporation                         | To be able to form a Profit Corporation in the State of Washington.                                   | Online or paper submission. | Corporations & Charities Division | Same day to two business days - Expedited filing 1p to 14 business days - Standard filing | \$200 - Online filing (includes expedited service) \$180 - Standard paper filing \$230 - Expedited paper filing \$60 - Annual Report  | This registration is good for one year. State law requires filing an annual report and pay an annual fee.    | All formations, certificates and reports for legal entities are filed at OSOS. Additional maintenance documents are routinely filed for this entity type including initial reports, amendments, statements of change, mergers, conversions, reinstatements and dissolutions. All maintenance documents are also filed at OSOS.   | No                                     |
| Secretary of State | Profit Professional Service Corporation - Registration                 | To be able to form a Profit Professional Service Corporation in the State of Washington.              | Online or paper submission. | Corporations & Charities Division | Same day to two business days - Expedited filing 1p to 14 business days - Standard filing | \$200 - Online filing (includes expedited service) \$180 - Standard paper filing \$230 - Expedited paper filing \$60 - Annual Report  | This registration is good for one year. State law requires filing an annual report and pay an annual fee.    | All formations, certificates and reports for legal entities are filed at OSOS. Additional maintenance documents are routinely filed for this entity type including initial reports, amendments, statements of change, mergers, conversions, reinstatements and dissolutions. All maintenance documents are also filed at OSOS.   | No                                     |
| Secretary of State | Trademark - Registration   | To register a trademark in the State of Washington.   | Online or paper submission. | Corporations & Charities Division | Same day to two business days - Expedited filing 1p to 14 business days - Standard filing | \$55 - Per Classification Number \$50 - Expedited service: \$50 \$50 - Renewal (every five years) - may be completed online           | Every five years. Renewal fee required.  | Only addresses state level trademarks, Federal trademarks are handled through U.S. Patent and Trademark Office.  | No                                     |

| Agency                                  | License Title  | Purpose   | How to Submit   | Application                             | Processing Time   | Fees   | License Renewal | Related Online Resources and Comments  | Is this license available through BLS? |
|---|--|---|---|---|---|--|-----------------|--|--|
| Utilities and Transportation Commission | Auto Transportation Company Certificate                                      | Allows auto transportation companies to transport passengers as scheduled service for compensation over any public highway in the state of Washington on an intrastate basis. "Auto Transportation Company" is defined as any corporation or person owning, controlling, operating or managing any motor propelled vehicle used in the business of transporting persons for compensation over public highways on an intrastate basis.   | Submit the completed application. Commission staff will review adequacy of application. | Auto Transportation Buses               | Submit the completed application. Commission staff will review adequacy of application. | \$200 - Application or transfer of authority \$150 - Temporary authority or extension \$35 Name change or mortgage               | None            |  | No                                     |
| Utilities and Transportation Commission | Commercial Ferry Certificate   | To allow commercial ferry vessels to transport freight and/or passengers over the waters of Washington state. "Commercial ferry" means every businesses owning, controlling, leasing, operating, or managing any vessel over and upon waters in the state of Washington.  | Submit the completed application. Commission staff will review adequacy of application. | Commercial Ferries                      | Submit the completed application. Commission staff will review adequacy of application. | \$200 - Application, extension, transfer, or temporary   | None            |  | No                                     |
| Utilities and Transportation Commission | Common Carrier Freight Broker Registration                                   | To authorize intrastate common carrier Freight Forwarders and Brokers to operate in the State of Washington. A Freight Forwarder is engaged in the business of soliciting, collecting or assembling shipments for the purpose of combining the same shipments into one shipment. A Freight Broker provides contracts for, or undertakes to arrange for, transportation of property by two or more common carriers.  | Submit the completed application. Commission staff will review adequacy of application. | Freight Brokers                         | Submit the completed application. Commission staff will review adequacy of application. | \$25 - Application   | None            |  | No                                     |
| Utilities and Transportation Commission | Common Carrier of Property Permit  | Allows intrastate common carriers to transport property (excluding household goods) for compensation within the state of Washington. "Intrastate common carriers" is defined as any company or person who is transporting property other than household goods for compensation within the state of Washington.  | Submit the completed application. Commission staff will review adequacy of application. | Common Carriers                         | Submit the completed application. Commission staff will review adequacy of application. | \$275 - Permanent permit \$100 - Reinstatement permit \$100 - Extension \$50 - Name change                                       | None            |  | No                                     |
| Utilities and Transportation Commission | Community Solar Registration   | Community solar companies are individuals, firms, or corporations, other than established electric utilities or community solar cooperatives, that own solar energy projects with maximum rated generating capacities of 1 MW within Washington state and that provide solar energy generated from those projects to paying customers.  | Submit the completed application. Commission staff will review adequacy of application. | Community Solar                         | Submit the completed application. Commission staff will review adequacy of application. | \$450 - New registration \$350 - Annual renewal \$150 - Amend registration (change of business structure, name change, etc.)     | Annual          |  | No                                     |
| Utilities and Transportation Commission | Energy Facility Site Evaluation Certification                                | Review the site, construction and operation of certain non-hydro energy facility projects for businesses wanting to build the energy facilities in Washington State.  | Application prepared by applicant. Adequacy review conducted by EFSEC.                  | Energy Facility Site Evaluation Council | Application prepared by applicant. Adequacy review conducted by EFSEC.                  | \$10,000 - Preliminary site review AND \$50,000 - EFSEC's review for certification   | None            | At the time of application submittal, applicants must provide \$50,000, which may be used for independent consultant review (RCW 80.50.071). Application guidelines are contained in WAC 463-60. | No                                     |
| Utilities and Transportation Commission | Household Goods Moving Company Permit  | Allows intrastate household good moving companies to operate in the State of Washington. This includes providing estimates, arranging for receipt, delivery, storage in transit, handling, and providing any accessorial services in connection with that movement.   | Submit the completed application. Commission staff will review adequacy of application. | Household Goods Carriers                | Submit the completed application. Commission staff will review adequacy of application. | \$550 - Permanent permit \$250 - Temporary, transfer, and reinstatement permit \$50 - Emergency permit \$35 - Name change permit | None            |  | No                                     |
| Utilities and Transportation Commission | Passenger Charter and Excursion Carrier Services Certificate                 | To allow the operations of passenger charters and excursion carrier services in the state of Washington on an intrastate basis. This includes businesses engaged in the intrastate transportation of 1) a group of persons, who under a single contract, have acquired the use of a motor bus to travel together as a group, or 2) of persons for compensation from points of origin to any other locations and returning to that origin.   | Submit the completed application. Commission staff will review adequacy of application. | Charter Buses                           | Submit the completed application. Commission staff will review adequacy of application. | \$200 - Application \$35 - Transfer or name change   | None            |  | No                                     |
| Utilities and Transportation Commission | Private Nonprofit Transportation Providers Certificate                       | Authorizes non-profit organizations to provide intrastate transportation services for compensation solely to persons with "special transportation needs," i.e. who are unable to transport themselves due to physical or mental disability, income status or age.   | Submit the completed application. Commission staff will review adequacy of application. | Nonprofit Buses                         | Submit the completed application. Commission staff will review adequacy of application. | \$40 - Application   | None            |  | No                                     |
| Utilities and Transportation Commission | Railroad Contract Crew Carrier Permit  | A person must register and receive a permit before operating as a railroad contract crew transportation company in Washington. A contract crew transportation company is any person, organization, company or other entity that operates one or more contract crew transportation vehicles. A contract crew transportation vehicle is every motor vehicle designed to transport fifteen or fewer passengers, including the driver used primarily to provide railroad crew transportation. | Submit the completed application. Commission staff will review adequacy of application. | Rail Contract Crew                      | Submit the completed application. Commission staff will review adequacy of application. | None   | None            |  | No                                     |
| Utilities and Transportation Commission | Registration and Competitive Classifications of Telecommunications Companies | Allows telecommunication companies that provide telecommunication services for hire, sale or resale to offer and sell services in Washington state.   | Submit the completed application. Commission staff will review adequacy of application. | Register as a Telecom Company           | Submit the completed application. Commission staff will review adequacy of application. | None   | None            | The Competitive Local Exchange Carriers (CLECs) need to have this registration to enter into interconnection agreements with Incumbent Local Exchange Carriers (ILECs).                          | No                                     |
| Utilities and Transportation Commission | Solid Waste Collection Company Certificate                                   | Authorizes the operation of solid waste collection in Washington state. Solid waste carriers are defined as carriers who are in the specialized business of solid waste for collection and/or disposal for compensation on an intrastate basis.   | Submit the completed application. Commission staff will review adequacy of application. | Solid Waste Carriers                    | Submit the completed application. Commission staff will review adequacy of application. | \$200 - Application or transfer of authority   | None            |  | No                                     |



| Agency  | License Title   | Purpose  | How to Submit  | Application  | Processing Time  | Fees   | License Renewal  | Related Online Resources and Comments   | Is this license available through BLS? |
|---|---|--|--|--|--|--|--|---|--|
| Utilities and Transportation Commission             | Unified Carrier Registration (UCR)                                | To register interstate common freight carriers as required by the Unified Carrier Registration Act. An "interstate common freight carrier" is a business that operates commercial motor vehicles in interstate or international commerce, or that make the arrangements for the transportation of cargo and goods, and passenger carriers. | Register online.   | Unified Carrier Registration   | Online is immediate. If pay by check up to 30 days.            | \$59 to \$56,977 - Dependent on fleet size   | Annual   | Federal/state partnership to assist WA, OR and BC interstate/international carriers register annually.  | No                                     |
| Washington State Patrol                             | Cigarette Ignition Propensity Fire Safe Cigarette Certificate     | To certify that a cigarette variety has been tested and meets the fire safety standard as having reduced ignition propensity. Applies to cigarette manufacturers selling cigarette brands in Washington State.   | Application submitted with fees on forms provided by the State Fire Marshal Office.  | Fire Safe Cigarettes Application   | No more than 10 business days.                                 | \$250 - Each cigarette style being certified (three-year certification)  | Valid for three years.   | This is a certification of a product, indicating it meets a specific standard, and is not a license of a business. It is intended to ensure the product meets the fire safety compliant standard. | No                                     |
| Washington State Patrol                             | Fire Sprinkler Contractor License                                 | To allow companies to design, install, test, inspect and maintain fire protection sprinkler systems in Washington State.   | Must be a registered contractor with the Department of Labor and Industries. In order for a contractor to obtain a license, they must employ a certificate of competency holder at the level of licensure sought. If the employee has not been issued a certificate of competency but meets the qualifications, the application for the certificate holder needs to be submitted at the same time. | Fire Sprinklers Apply for licensing as a:<br>Level 1 Fire Protection Sprinkler System Contractor<br>Level 2 Fire Protection Sprinkler System Contractor<br>Level 3 Fire Protection Sprinkler System Contractor<br>Specialized Level U Fire Protection Sprinkler System Contractor<br>Specialized Level I&T Fire Protection Sprinkler System Contractor<br>Apply for certification as a:<br>Level 1 Certificate of Competency Holder<br>Level 2 Fire Sprinkler Certificate of Competency Holder<br>Level 3 Fire Sprinkler Certificate of Competency Holder<br>Specialized Level U | Five to 30 days  | One Time Fees: \$100 - License fee \$50 - Certificate holder fee Annual License Fee: \$100 - Level 1 \$300 - Level 2 \$1,500 - Level 3 \$1,500 - Level U \$1,000 - Level I&T \$1,000 - Level ITT \$50 - Annual Certificate Holders Fee | The license is valid for one calendar year and must be renewed prior to Jan. 1 of year to be licensed.   | Renewal applications can be submitted on line or by fax. Fees are invoiced once the qualifications are met and a license can be issued.   | No                                     |
| Washington State Patrol                             | Retail Fireworks Stand License                                    | To allow a retailer to purchase consumer fireworks, legal in the State of Washington, for retail sale.   | Applications submitted with fee on forms provided by the State Fire Marshal's Office.  | Applying for an Individual Fireworks Retailer License  | RCW requires these to be completed within 15 days.             | \$40 - Fireworks Stand License   | The license is valid for one year from the date of issue and expires on Jan. 31 of the subsequent year. Application period from Jan. 1 to May 1 for annual sales commencing on Jun. 28 and on Dec. 27, or no later than Nov. 1 for sales commencing only on Dec. 27. | Does not apply to fireworks stands on Tribal lands.   | No                                     |
| Washington State Patrol                             | State Fireworks General Public Display License                    | To allow a public display of fireworks in Washington State.  | Applications submitted with fee on forms provided by the State Fire Marshal Office.  | State Fireworks General Display License Application Application for a Pyrotechnic Operator License Fireworks Information   | Five to 10 days  | \$50 - General Display License \$10 - Pyrotechnic Operator License   | The license is valid for one year from date of issue and expires on Jan. 31 of the subsequent year.  |   | No                                     |
| Washington State Patrol                             | State Fireworks Importer, Manufacturer, and/or Wholesaler License | To allow the sale of fireworks at wholesale, bring fireworks into the State of Washington or manufacture fireworks. Applies to firework Wholesalers, Importers and/or Manufacturers.   | Applications submitted with fee on forms provided by the State Fire Marshal's Office.  | Fireworks Application Wholesaler, Importer, and/or Manufacturer Fireworks  | RCW requires these to be completed within 90 days from Feb. 1. | \$1,000 - Importer \$2,000 - Wholesaler \$2,000 - Manufacture  | The license is valid for one year from date of issue and expires on Jan. 31 of the subsequent year. Application period from Jan. 1 to Jan. 31 of the current year. The Director shall grant or deny the license within ninety days of receipt of the application.    |   | No                                     |
| Workforce Training and Education Coordinating Board | Private Vocational School License                                 | The license allows private vocational schools that offer diploma or certificate programs to operate legally in the State of Washington and provides consumer protection to students attending such schools. RCW 28C.10 Applying for a license: RCW 28C.10.050 & 060, 082 & 084. Rules 490-105-040, 050, 060, 070, 080, 130, 140, 150).     | The online application is available on the Workforce Board website.  | Steps to Become a Licensed School  | 30 to 60 days  | See the Fee Schedule and RCW 28C.10.070, 490-105-070.  | The license is valid for one year from date of issuance. See RCW 28C.10.060 and 490-105-080 WAC.   | Workforce Board   | No                                     |