

**APPENDIX FOR 2020 STATE AGENCY BUSINESS LICENSING INFORMATION REPORT**

**Registrations and Filings Required for Businesses (as of November 12, 2020)**

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 an 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 42560 Olympia, WA 98504-2560	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.	\$25 - Per distribution location 30 cents per ton on fertilizer and 15 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	14 days	\$40 - Annually \$3 - Per acre assessment (not to exceed \$5,000)	Valid for one year. Expires January 31.	Christmas Tree Grower Licensing	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	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.	Commercial applicator license	Normally seven days after requirements have been met. Two to four weeks during periods of heavy workload.	\$215 - Application (includes one piece of power application equipment) \$27 - Each additional piece of power equipment \$25 - Exam	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.	\$50 - per product	Valid for two years. Expires July 1.		No
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.	Commercial operator license	Normally seven days after requirements have been met. Two to four weeks during periods of heavy workload.	\$67 - Application \$25 - Exam	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.	Commercial pest control consultant	Normally seven days after requirements have been met. Two to four weeks during periods of heavy workload.	\$60 - Application \$25 - Exam	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 Jan. 31.		No

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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	Valid for one year.		No
Department of Agriculture	Dealer Manager License (Pesticide)	To license those who distribute non-home and garden pesticides at a pesticide dealer business outlet.	Applications completed at time of testing.	Dealer manager license	Normally seven days from requirements being met. Two to four weeks during periods of heavy workload.	\$33 - Application \$25 - Exam	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.	Demonstration and research license	Normally seven days from requirements being met. Two to four weeks during periods of heavy workload.	\$33 - Application \$25 - Exam	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.	Apply online OR submit a completed application, fees, and any required attachments to the address provided on the form.	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	Equine Certificate of Veterinary Inspection and Interstate Movement Permit	To protect against the spread of diseases affecting animals within the state, moving into the state, and moving from Washington to another state.	Private veterinarians perform the inspections and send a copy of the permit to WSDA.	Equine certificate of veterinary inspection and interstate movement permit	Permit issued same day if testing is completed and veterinarian has obtained permit numbers from participating states.	Varies by veterinarian doing the inspection. WSDA does not charge a fee.	Valid for six months.		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	Within three business days.	\$75 - Per certificate	Valid for specific products and lot numbers listed in the 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
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)	Valid for one year.		No
Department of Agriculture	Food Storage Warehouse 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 storage warehouse license	Four to six weeks.	\$200	Valid for one 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 Agriculture	Food Storage Warehouse License (excluding grain, fruit, or veg.)	To allow the storage of food other than grain, fruit, or vegetables.	Complete application with fee and submit to: WSDA PO Box 42591 Olympia, WA 98504-2591	Food storage warehouse license	Four to six weeks.	\$200	Valid for one year.		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 \$0.015 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 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. Valid for one year from issuance.		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.	Limited and rancher private applicators	Normally seven days after requirements have been met. Two to four weeks during periods of heavy workload.	\$33 - Application \$25 - Exam	Valid for five years. Continuing education credits may be earned in order 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	Valid for one year.		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

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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 Learn 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
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)	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.		No

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Department of Agriculture	Plant Sale Permit	Exemption to Nursery Dealer License for non-profit organizations. To notify WSDA of horticultural material sale in case inspections need to be conducted or phytosanitary certificates need to be provided.	Apply online through PISCES or contact the program at 360-902-1874.	Plant sale permit	Average processing time is six days.	\$10	Valid only for the dates of the sale specified on the application.	Plant Sale Permit	No
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.	Private applicator license	Normally, seven days after requirements have been met. Two to four weeks during periods of heavy workload.	\$33 - Application \$25 - Exam	Valid for one year, but part of a five-year re-certification 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.	Private commercial license	Normally seven days after requirements have been met. Two to four weeks during periods of heavy workload.	\$33 - Application \$25 - Exam	Valid for one year, but part of a five-year re-certification 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	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 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 re-certification 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	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.	Public pest control consultant license	Normally seven days after requirements have been met. Two to four weeks during periods of heavy workload.	\$33 - Application \$25 - Exam	Valid for one year, but part of a five-year re-certification 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	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.	Rancher private applicator license	Normally seven days after requirements have been met. Two to four weeks during periods of heavy workload.	\$100 - Application \$25 - Exam	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

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	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)	Valid for two years. Expires Dec. 31.		No
Department of Agriculture	Structural Pest Inspector License	To license people who inspect structures for wood-destroying organisms, their damage, or conditions conducive to their development.	Applications completed at time of testing.	Structural pest inspector license	Normally seven days after requirements have been met. Two to four weeks during periods of heavy workload.	\$60 - Application \$25 - Exam	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

Agency	License Title	Purpose	How to Submit	Application	Processing Time	Fees	License Renewal	Related Online Resources and Comments	Is this license available through BLS?
<b>Department of Archaeology and Historic Preservation</b>	Submerged Historic Archaeological 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
<b>Department of Children, Youth, and Families</b>	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. One 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
<b>Department of Children, Youth, and Families</b>	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



Agency	License Title	Purpose	How to Submit	Application	Processing Time	Fees	License Renewal	Related Online Resources and Comments	Is this license available through BLS?
<b>Department of Children, Youth, and Families</b>	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
<b>Department of Ecology</b>	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
<b>Department of Ecology</b>	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
<b>Department of Ecology</b>	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
<b>Department of Ecology</b>	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
<b>Department of Ecology</b>	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

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	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 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 Reg 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 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
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

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	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.	For landfill operators and inspectors, the Solid Waste Association of North America (SWANA) provides required courses by private instructors through a Memorandum of Understanding (MOU) with Ecology. SWANA issues the certificate. Contact the Solid Waste Association of North America (SWANA) for landfill operator and inspector certification. Contact Ecology or download form for incinerator operator or inspector - complete and submit with applicable fees.	Certification of Inspectors of Solid Waste Incinerators and Landfill Facilities 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 - Certification and recertification \$50 - Incinerator inspector certification application \$0 - 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?
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 WR 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 50 cents (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 12,500 - 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	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 foot print changes.		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	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
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 ORA 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

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	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).	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. 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

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	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 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
Department of Ecology	Dangerous Waste Permit: Part A	Part A: To apply for a new facility, application for a final status, permit renewal, and some specific modifications (for example, which cause a change in ownership).	Applicant submits the Notice of Intent (NOI) to apply for a RCRA Part B permit and Demonstration of Compliance with Siting Criterial. The application is reviewed for administrative completeness. A NOI is submitted for new facility and in some cases a class 3 modification can trigger the siting criteria. A siting criteria is not needed for a renewal unless container storage capacity exceeds 25 percentage, there is significant expansion to the facility, or a major change is incorporated which will result in a class 3 modification. See dangerous waste permits to view the permit process. Instructions for completing Part A Dangerous Waste Treatment Storage and Disposal Facility - Permit Modification	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 has a one-time administrative review process during the permit application or permit renewal process. It is valid for 10 years. Information that changes in a Part A application is revised through the modification process.	Part A is modified only as necessary.	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.	Dangerous Waste Permit Application Requirements An Overview	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.	Total number - NWP (3). The time period for processing renewals or modifications is dependent on 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 from two to three years for a new permit or renewal and two to three months for a modification.	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 2021, fees range from \$0 to \$37,789.	Every year	E-Cycle WA 2021 final administrative fee tier schedule	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	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.	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.	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.	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 if SEPA review is complete \$785 - Application 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 if SEPA review is complete \$785 - Application 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	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: \$2,604 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



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	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 Cashing 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

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	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
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	\$181.83 - 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

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	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	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	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.	Application fee: \$50 Annual renewal fee: \$30	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?
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	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

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	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 Cashier/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 Cashier License	10 days	\$345 - Check cashier \$517.50 - Check cashier with Small Loan Endorsement	None	Check Cashiers and Payday Lenders Licensing NLMS Resources Center	No
Department of Financial Institutions	Check Cashier/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 Cashier with Small Loan Endorsement	25 days	\$690 - Check cashier \$1,035 - Check cashier with Small Loan Endorsement \$690 - Small Loan Agent and \$15 credit report	None	Check Cashier 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?
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 officer A) \$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 \$36.26 - Fingerprint card processing \$15 - Credit report \$100 (up to \$5,000) - Each service location	Every year July 1.	Money Transmitters and Currency Exchangers Welcome to NMLS	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	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	10 days	Application and renewal fees are included with Mortgage Broker License.	Annually on or before Dec. 31.	Mortgage Broker Licensing MLS 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	Valid for one year.	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 \$34.25 - Fingerprint card processing	Valid for one year.	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 \$34.25 - 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
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 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 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 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

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	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 \$36.26 - Fingerprint card processing \$15 - Credit report	Every year July 1.	Money Transmitter or Currency Exchange Licensing NMLS	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 NMLS 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 \$36.26 - Fingerprint card processing \$5 - Credit report \$530 - Renewal	License must be renewed annually on or before Dec. 31.	Mortgage Broker Licensing NMLS 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 \$36.26 - Fingerprint card processing \$15 - Credit report \$125 - Renewal	License must be renewed annually on or before Dec. 31.	Mortgage Loan Originators NMLS 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 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 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?
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.	Mail form to: Department of Fish & Wildlife - Commercial Licensing PO Box 43154 Olympia, WA 98504	License Transfer 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 Mail with application to: Department of Fish & Wildlife - License Division 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.	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

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	Baitfish Lampara	Authorizes the taking of anchovy using specified gear in designated Washington waters	Make fees payable to Department of Fish and Wildlife. Mail applications directly to: Department of Fish & Wildlife - License Division 600 Capitol Way N Olympia, WA 98501-1091	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. 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	Authorizes the taking of bottom fish using specified gear in designated Washington waters.	Make fees payable to State Treasurer. Mail applications directly to: Department of Fish and Wildlife - License Division 600 Capitol Way N Olympia, WA 98501-1091	Application for Commercial Fishery License for the Year	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. Mail payment 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. 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 (CARP)	Five to ten days from the date the application is received.	\$250 - Resident \$635 - Non-Resident	Annually		No
Department of Fish & Wildlife	Change of Angler	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 State Treasurer. Mail applications to: Department of Fish and Wildlife License Division 600 Capitol Way N Olympia, WA 98501-1091	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 State Treasurer. Mail applications directly to: Department of Fish & Wildlife - License Division 600 Capitol Way N Olympia, WA 98501-1091	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 State Treasurer. Mail to: Department of Fish & Wildlife - License Division 600 Capitol Way N Olympia, WA 98501-1091	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 \$2,625.50 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	Columbia River Smelt	Authorizes the taking of smelt using specified gear within Columbia River and tributaries.	Make fees payable to Department of Fish & Wildlife. Mail payment directly to: Department of Fish & Wildlife - Commercial Licensing PO Box 43154 Olympia, WA 98504	Application for Commercial Fishery License for the Year (SMELT-CR)	Five to ten days from the date the application is received.	Smelt-Dip Bag Net: \$200 - Resident \$225 - Non-Resident Smelt Gill Net: \$485 - Resident \$790 - 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. Mail payment 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.	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	Five to ten days from the date the application is received.	\$440 - Resident \$825 - 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. Mail with 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	Five to ten days from the date the application is received.	\$440 - Resident \$825 - Non-Resident	As needed.		No
Department of Fish & Wildlife	Commercial Razor Clam for Detached Willapa Spits	To regulate wild shellfish harvests. Commercial Razor Clam Fishermen.	Make fees payable to Department of Fish & Wildlife. Mail payment 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.	Mail applications directly to: Department of Fish & Wildlife - License Division PO Box 43154 Olympia, WA 98504-1091	Miscellaneous fees: Crew member (Albacore only)	Five to ten days from the date the application is received.	\$35 - 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.	Mail applications directly 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 State Treasurer. Mail to: Department of Fish & Wildlife - License Division 600 Capitol Way N Olympia, WA 98501-1091	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 \$830 - 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 State Treasurer. Mail to: Department of Fish & Wildlife - License Division 600 Capitol Way N Olympia, WA 98501-1091	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
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 State Treasurer. Mail to: Department of Fish & Wildlife - License Division 600 Capitol Way N Olympia, WA 98501-1091	Application for Commercial Fishery License for the Year	Five to ten days from the date the application is received.	\$185 - Resident License \$765 - Non-Resident License	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	Fish Dealer	A business engaging in commercial dealing of food fish or shellfish within Washington state.	Make fees payable to Dept. of Fish & Wildlife. Mail 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. Mail applications directly 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: \$300 - Resident \$765 - Non-Resident Game Fish: \$375 - Resident \$760 - Non-Resident Food/Game Fish: \$640 - Resident \$1,490 - 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. Mail payment 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 the State Treasurer. Mail applications directly to: Department of Fish & Wildlife - License Division 600 Capitol Way N Olympia, WA 98501-1091	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. Mail applications directly to: Department of Fish & Wildlife - License Division 600 Capitol Way N Olympia, WA 98501-1091	Application for Special 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	Authorizes the taking of geoducks using specified gear as outlined in a DNR harvest agreement.	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 Geoduck Dive License for the Year	Five to ten days from the date the application is received.	\$425 - Resident \$810 - 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?
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. Mail payment 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.	\$70 - Resident \$70 - Non-Resident	Annually		No
Department of Fish & Wildlife	Geoduck Validation Card or Geoduck Diver	To regulate commercial geoduck harvests. Commercial geoduck fishermen.	Make fees payable to Department of Fish & Wildlife. Mail to: Department of Fish & Wildlife - Commercial Licensing PO Box 43154 Olympia, WA 98501	Application for Geoduck Dive License for the Year Commercial Shellfish Geoduck Dive License	Five to ten days from the date the application is received.	\$425 - Resident \$810 - Non-Resident	Annually		No
Department of Fish & Wildlife	Gill Net	Authorizes the taking or catching of herring using specified gear within Puget Sound.	Make fees payable to State Treasurer. Mail to: Department of Fish and Wildlife - License Division 600 Capitol Way N Olympia, WA 98501-1091	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 \$460 - Non-Resident Transfer \$205 - Waiver - Resident \$205 - Waiver - 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. Mail payment 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 Dip Bag Net	Authorizes the taking or catching of herring using specified gear within Puget Sound.	Make fees payable to State Treasurer. Mail to: Department of Fish & Wildlife - License Division 600 Capitol Way N Olympia, WA 98501-1091	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 Drag Seine	Authorizes the taking or catching of herring using specified gear within Puget Sound.	Make fees payable to State Treasurer. Mail to: Department of Fish & Wildlife - License Division 600 Capitol Way N Olympia, WA 98501-1091	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	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
Department of Fish & Wildlife	Lampara	Authorizes the taking or catching of herring using specified gear within Puget Sound.	Make fees payable to State Treasurer. Mail to: Department of Fish & Wildlife - License Division 600 Capitol Way N Olympia, WA 98501-1091	Application for Commercial Fishery License for the year	Five to ten days from the date the application is received.	\$405 - Resident \$790 - Non-Resident	Annually		No
Department of Fish & Wildlife	Limited Fish Seller	Allows commercial harvesters and designated alternate operators to sell their catch directly to market.	Make fees payable to Department of Fish & Wildlife. Mail applications directly to: Department of Fish & Wildlife - License Division PO Box 43154 Olympia, WA 98504-3154	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

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	Non-Charter	Designates a vessel so it is allowed to operate a charter boat to take other food fish, for personal use.	Make fees payable to Department of Fish & Wildlife. Mail payment to: Department of Fish & Wildlife Commercial Licensing PO Box 43154 Olympia, WA 98504	Shellfish Import and Transfer Permits Shellfish Import Permit	Five to ten days from the date the application is received.	\$480 - Non-Salmon Charter - Resident \$865 - Non-Salmon Charter Non-Resident \$700 - Salmon Charter - Resident \$1,085 - Salmon Charter Non-Resident \$240 - Waiver (Salmon only)	Annual		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. Mail payment: Department of Fish & Wildlife - Commercial Licensing PO Box 43154 Olympia, WA 98504	Application for Non-Salmon (NS) Charter License for the Year	Five to ten days from the date the application is received.	\$480 - Resident \$865 - Non-Resident	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. Mail payment 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 State Treasurer. Mail to: Department of Fish & Wildlife - License Division 600 Capitol Way N Olympia, WA 98501-1091	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 State Treasurer. Mail to: Department of Fish & Wildlife - License Division 600 Capitol Way N Olympia, WA 98501-1091	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. 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	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 State Treasurer. Mail to: Department of Fish and Wildlife - License Division 600 Capitol Way N Olympia, WA 98501-1091	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 (Herring)	Authorizes the taking or catching of herring using specified gear within Puget Sound.	Make fees payable to State Treasurer. Mail to: Department of Fish & Wildlife - License Division 600 Capitol Way N Olympia, WA 98501-1091	Application for Commercial Fishery License for the Year	Five to ten days from the date the application is received.	\$750 - Resident \$1,135 - Non-Resident \$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 State Treasurer. Mail to: Department of Fish & Wildlife License Division 600 Capitol Way N Olympia, WA 98501-1091	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 \$115 - Non-Resident Transfer \$205 - Waiver - Resident \$205 - Waiver - 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?
Department of Fish & Wildlife	Razor Clam	Authorizes the taking of razor clams for commercial purposes in the Detached Willapa Bay Spits only.	Make fees payable to Department of Fish and Wildlife. Mail payment to: Department of Fish & Wildlife - Commercial Licensing PO Box 43154 Olympia, WA 98504	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	Reefnet	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 State Treasurer. Mail to: Department of Fish & Wildlife - License Division 600 Capitol Way N Olympia, WA 98501-1091	Application for Commercial Fishery License for the Year	Five to ten days from the date the application is received.	\$585 - Resident License \$890 - 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. Mail payment to: Department of Fish & Wildlife - Commercial Licensing PO Box 43154 Olympia, WA 98504	Application for 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 \$700 - Salmon Charter - Resident \$1,085 - Salmon Charter Non-Resident \$240 - Waiver (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 State Treasurer. Mail to: Department of Fish & Wildlife - License Division 600 Capitol Way N Olympia, WA 98501-1091	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 State Treasurer. Mail applications directly to: Department of Fish & Wildlife - Licensing Division 600 Capitol Way N Olympia, WA 98501-1091	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	Sea Urchin Dive	Authorizes the taking of sea urchins using specified gear in designated Washington waters.	Make fees payable to State Treasurer. Mail applications directly to: Department of Fish & Wildlife - Licensing Division 600 Capitol Way N Olympia, WA 98501-1091	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 State Treasurer. Mail applications directly to: Department of Fish & Wildlife - License Division 600 Capitol Way N Olympia, WA 98501-1091	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

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	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 Attn: Paul Clark or Brady Blake 375 Hudson Street Port Townsend, WA 98368 Fax: 360-302-3031	Shellfish import and transfer permits 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. Mail payment 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 Attn: Paul Clark or Brady Blake 375 Hudson Street Port Townsend, WA 98368 Fax: 360-302-3031	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 State Treasurer. Mail to: Department of Fish & Wildlife - License Division 600 Capitol Way N Olympia, WA 98501-1091	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 State Treasurer. Mail to: Department of Fish & Wildlife - License Division 600 Capitol Way N Olympia, WA 98501-1091	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	Smelt Dip Bag	Authorizes the taking of smelt and anchovy using specified gear in coastal waters.	Make fees payable to Department of Fish & Wildlife. Mail applications directly to: Department of Fish & Wildlife - License Division 600 Capitol Way N Olympia, WA 98501-1091	Application for Commercial Fishery License for the Year (SMELT-GN)	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?
Department of Fish & Wildlife	Smelt Gill Net	Authorizes the taking of smelt and anchovy 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 (SMELT-GN)	Five to ten days from the date the application is received.	\$500 - Resident \$885 - Non-Resident	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. Mail payment 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. Mail applications directly to: Department of Fish & Wildlife - License Division 600 Capitol Way N Olympia, WA 98501-1091	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. Mail applications directly to: Department of Fish & Wildlife - License Division 600 Capitol Way N Olympia, WA 98501-1091	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	Authorizes the taking of salmon using specified gear in Washington state water. This license includes the Salmon Delivery Permit.	Make fees payable to State Treasurer. Mail to: Department of Fish & Wildlife - License Division 600 Capitol Way N Olympia, WA 98501-1091	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 600 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
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.	Mail applications directly to: Department of Fish & Wildlife - License Division 600 Capitol Way N Olympia, WA 98501-1091	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 State Treasurer. Mail applications directly to: Department of Fish & Wildlife - Licensing Division 600 Capitol Way N Olympia, WA 98501-1091	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 \$1,660 - 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	Wholesale Fish Dealer and/or Fish Buyer	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.	Mail 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 2019	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	Wild Shellfish	Authorizes commercial harvest of wild clams, mussels or oysters from non-state aquatic lands.	Make fees payable to Department of Fish & Wildlife. Mail applications Directly 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 \$825 - Non-Resident	Annually		No
Department of Fish & Wildlife	Willapa Bay - Columbia River Gill Net	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 State Treasurer. Mail to: Department of Fish & Wildlife - License Division 600 Capitol Way N Olympia, WA 98501-1091	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

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	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
Department of Health	Animal Control Agency and Humane Society	Nonprofit humane societies and animal care and control agencies may be registered to provide 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

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	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 the form and submit with supporting documentation via mail.	Clandestine Drug Lab Decontamination Contractor Certification	30 days.	\$1,125 - Decontamination contractor (annual fee)	The license is valid for one year.	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.	Submit with supporting documents via 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.	Submit with supporting documents via mail.	Drug Lab Cleanup Certification	30 days (noted on agency application).	\$1,000 - Initial (annual fee) \$750 - Renewal	The license is valid for one 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	Clandestine Drug Lab Decontamination Worker Certification	To allow a person to become a Clandestine Drug Lab Cleanup worker.	Complete the form and submit with supporting documentation via mail.	Drug Lab Cleanup Certification	One to two weeks or less.	\$100 - Initial \$50 - Renewal	Every two years on Nov. 30.	Drug labs	No
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	Pharmaceutical Wholesaler License Application or Pharmaceutical Manufacturer License 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).		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	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	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

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	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	Sodium Pentobarbital for Animal 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		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
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 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

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	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 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 \$450 base plus flow-fee of \$0.03 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 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 PO Box 1099 Olympia, WA 98507-1099 Send other documents not sent with initial application to: 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 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

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	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 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 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
Department of Health	Pharmacy License	This license is issued to any qualifying location that engages in the practices pharmacy, and dispenses/delivers lawfully prescribed drugs and devices to patients. Pharmacies may dispense legal/prescription drugs/devices, controlled substances and OTC products. Differential Hours is issued to pharmacies located within an establishment that has different business hours than the rest of the establishment.	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 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 PO Box 1099 Olympia, WA 98507-1099 Send other documents not sent with initial application to: 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	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 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



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	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.	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
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

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	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 PO 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 DOH Water Recreation Program at WaterRecreation@doh.wa.gov.	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 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	Residential Treatment Facility Webpage	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 PO 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

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	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 PO 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.	Contact WaterRecreation@doh.wa.gov for application.		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
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			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	Valid for one 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 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 (can get notarized in L&I office). The packet must be sent by mail or hand carried to one of L&I's local offices.	Application for Construction Contractor	Processing time assuming complete packet: Hand carried to L&I office -- same day; Mailed in one to two 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

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	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 online and pay the fee for an electrical contractor license, or submit 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.	\$277.60 - Initial application or renewal made in person, by mail \$240 - Renewal fully completed online \$41.60 - 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
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 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.	\$200.90 - Initial application \$201.30 - Primary Point of Contact test (if applicable) \$134.10 - Timely renewal \$268.60 - Late renewal	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	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.	Valid for one year; from approval.		No
Department of Labor & Industries	Factory Assembled Structures Alteration Permit-Commercial Coaches	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	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	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.	\$56.16 - Per object inspected	None. Permit required at each rental location.		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	Telecommunications Contractor License	Allows businesses to work in the electrical construction trade. It is for businesses working in the electrical construction trade.	Apply online and pay the fee for an electrical contractor license, or submit 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.	\$277.60 - Initial application or renewal made in person, by mail \$240.10 - Renewal solely completed online \$41.60 - 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
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.	Permits Construction Elevator Installation Application and Inspection data report		Allow two weeks for a response. Accuracy and completeness speed up the processing time.	\$268.60 - Additional fees are assessed, when jumping floors (i.e., gaining access to additional floors built not accessible when hoist was originally erected). \$134.10 - 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.	\$107.20	Every 30 days - Elevator inspector has to reinspect to keep permit valid.		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 Prorate and Fuel Tax Services Fuel licenses: Aircraft fuel	Up to 15 business days from date received.	\$50 - Background check for each corporate officer/partner listed on the application.	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



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	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 10 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
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. 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. A 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

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	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 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 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
Department of Licensing	Cemetery Pre-Arrangement Sales License Exemption	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

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 fees of non-resident, out-of-state agencies, the Washington renewal fee can be waived. \$475 - Collection agency fee main office license renewal \$300 - Branch office license renewal \$237.50 - Out-of-state collection	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

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	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, Master 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	Cremated Remains 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.	Cremated Human Remains Disposition Permit Application How to get a Cremated Remains 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	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		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
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 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	Engineering and Land Surveying Firm Certificate of Authorization	To allow all corporations, joint stock associations, and limited liability companies (LLCs) that offer engineering or land surveying services to offer and perform work in the State of Washington. EXCEPT for professional service (PS) corporations and professional service limited liability companies (PLLCs).	Submit a completed application and fees to the address provided on the form.	Corporation or Limited Liability Company Certificate of Authorization Application How to get your certificate: Engineering or land surveying firms	Up to five business days from date received.	\$150 - Application \$110 - Renewal	Yes - Valid for one 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 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 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 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	Yes - Every year.	Pollution Liability Insurance Agency	No
Department of Licensing	Hulk Hauler License	To allow a business to transports or sells 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 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 over 26,000 gvw and 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 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 International Registration Plan (IRP) Application 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 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 Recordkeeping and business practices: Limousines	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	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 Business practices: Vehicle and vessel dealers 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
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 - Savage 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 - \$25 \$5, plus \$2 for each additional set - First set of license plates	License is valid for one year.	Wreckers Manual	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	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 DoIBPDCorrespondence@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
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 Professional Boxing, Martial Arts, Wrestling, and Amateur Mixed Martial Arts Surety Bond 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 6% 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 Branch offices: Real estate	Up to 30 business days from date received.	\$189.50 - Application (per license)	License is valid for two years after issue date.	Resources and publications: Real estate	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	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 Course approval: Real estate educators Real Estate Prelicensing or Post Licensing Course Approval Application Real Estate Continuing Education Course Approval Application Real Estate Secondary Provider Course Content Approval Application	Up to 45 business days from date received.	\$300 - Real Estate Fundamentals course approval \$300 per approval and \$5 per clock hour - Pre- or Post-licensing course approval \$50 minimum and \$10 per clock hour - CORE course \$100 - Continuing Education course 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. Real Estate Firm Assumed Name Application Assumed names: Real estate firms	Up to 30 business days from date received.	\$200 (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 How to get your license: Real estate firms	Up to 60 business days from date received.	\$200 (non-refundable) - Application	License is valid for two years after issue 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 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 School approval: Real estate educators	Up to 45 business days from date received.	\$250 - Original application and renewal application	License is valid for two years.		No
Department of Licensing	Reduction Facility Operation Permit (This is a business license and a professional/individual license)	To allow an individual 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 Reduction Operator Application 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 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
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. Take the Vehicle Transport/Disposal Certification and Approval form to your local zoning authority and have them complete and sign section B of the form. WSP 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

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	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 - Scrap Metal Processor License \$625 - Renewal \$5, plus \$2 per additional sets - Business license plates	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 \$1,751 - Renewal	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

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	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
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	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	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

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	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 pays 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 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 Design - Development Services - Access Permit Guidelines	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

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	Aircraft Registration	To register an aircraft in Washington State. Applies to every aircraft 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 plus excise tax based on the aircraft type	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 Commercial Vehicles	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
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

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	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 axes	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
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

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 - 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



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 - 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
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-Tabs (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 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	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

Agency	License Title	Purpose	How to Submit	Application	Processing Time	Fees	License Renewal	Related Online Resources and Comments	Is this license available through BLS?
<b>Gambling Commission</b>	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
<b>Gambling Commission</b>	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
<b>Gambling Commission</b>	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
<b>Gambling Commission</b>	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
<b>Gambling Commission</b>	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
<b>Gambling Commission</b>	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
<b>Gambling Commission</b>	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
<b>Gambling Commission</b>	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
<b>Gambling Commission</b>	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
<b>Gambling Commission</b>	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
<b>Gambling Commission</b>	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
<b>Horse Racing Commission</b>	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

Agency	License Title	Purpose	How to Submit	Application	Processing Time	Fees	License Renewal	Related Online Resources and Comments	Is this license available through BLS?
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/\$1,81 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 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
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 Application for Class 4 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	Application for Class 8 Permit 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	Application for Class 9 Permit Permits	Seven to 14 days	\$25	These are one-time permits	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	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
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	Application for Farmers Market Authorization to Allow the Sale of Bottled Wine, Beer or Spirits 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)				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?
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)		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	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

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 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
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 trustee 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.	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

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	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
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 Up 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



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	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 - 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 Up 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 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 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 Up 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 Up 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 Up 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 Up 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 Up 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

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	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 Up 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 Up 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 Up 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 Up 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

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	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 Up 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 Up 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
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 - Reinstate permit \$100 - Extension \$50 - Name change	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	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 reinstate 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?
<b>Utilities and Transportation Commission</b>	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
<b>Washington State Patrol</b>	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 five 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
<b>Washington State Patrol</b>	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: Level 1 Fire Protection Sprinkler System Contractor Level 2 Fire Protection Sprinkler System Contractor Level 3 Fire Protection Sprinkler System Contractor Specialized Level U Fire Protection Sprinkler System Contractor Specialized Level I&T Fire Protection Sprinkler System Contractor Apply for certification as a: Level 1 Certificate of Competency Holder Level 2 Fire Sprinkler Certificate of Competency Holder Level 3 Fire Sprinkler Certificate of Competency Holder Specialized Level U Certificate of Competency Holder	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
<b>Washington State Patrol</b>	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

Agency	License Title	Purpose	How to Submit	Application	Processing Time	Fees	License Renewal	Related Online Resources and Comments	Is this license available through BLS?
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 28C10.070, 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