

# Business Licenses & Permits

## State Licensing Information

Visit the Washington State Labor and Industries Office at 900 Ocean Beach Highway to apply for your state and federal business licenses. You may not apply for a City of Longview Business License without first obtaining a State Business License. You will be asked to complete a *Washington State Master Business License* for which a processing fee is required.

Other license applications may be required, depending on the nature of the business. Additional licenses will also have associated fees. A processing fee will be charged each time you request a revision or addition to the existing *Master Business License*.

You will be assigned a Uniform Business Identification number, and your application will be forwarded to the state and federal agencies for processing. Please inquire about any other Washington State regulatory requirements (such as the employment of minors, Workers Compensation, or other state requirements) that may apply to your business.

If your business involves food or food vending, you will also need to visit the Cowlitz/Wahkiakum Health Department.

## City of Longview Business License

To obtain your City business license, please visit the City's Finance Department at City Hall. You will be asked to complete a number of forms similar to the state application and pay

a basic licensing fee. Additional fees may be incurred for special occupancy requirements.

## Permits

If permits are required for your business, you will need to revisit the Community Development Department with your plans and specifications. Review of your plans may be subject to plan review fees. Staff will be happy to answer any questions you might still have about, zoning, construction or the business license application process as well as additional requirements that may apply to your business.

When the plan review process has been completed, you will be contacted. You are encouraged to check on the status of your project at any time by calling the Community Development Department. Permits will be issued after review and upon payment of the required fees. Fees are based on the value of the proposed project.

Be sure to inquire about the appropriate times to call for inspections during your building, remodeling, installation, or expansion phases.

## Information Contacts

City of Longview:

Building Permits .....	442.5086
Business Licenses .....	442.5000
Community Development .....	442.5086
Fire Marshall .....	442.5088
Public Works .....	442.5206
Cowlitz/Wahkiakum Health Department ..	414.5599
Longview Downtowners:	
.....	636.0712/423.1020/636.0993
.....	<a href="http://www.longviewdowntowners.org">www.longviewdowntowners.org</a>
Washington State Licenses .....	575.6900

Rev. 11/03

# Guidelines & Checklists for Starting a Business in Longview



Prepared by:

