

BUSINESS REGISTRATIONS and PEDDLER'S PERMITS

The City of Colville requires that anyone conducting business within the City limits (whether the business is located in the City limits or not) obtain a business registration from the City.

All locations within the City limits will be covered by one business registration provided the application lists each location, business name and Unified Business Identifier (UBI) number.

Exceptions to the business registration requirement include: events such as yard sales, garage sales, lemonade stands, car washes, fundraisers and other such events held on private property; churches.

The Business Registration application must be completed and submitted to:

**Colville Treasurer's Office
170 South Oak
Colville, WA 99114**

(Please open the "Bookmarks" tab to go to the forms)

The business registration fee covers the period from June 1 through May 31.

Notices for business registration renewals are sent out mid-May and are due June 1.

Business Registration Fees

New Registration	\$ 9.00
Renewal	\$ 5.00
Penalty	\$ 1.00/month until paid in full

A change in ownership of a business requires that the new owner apply for a new registration.

PEDDLER'S PERMITS

The City of Colville requires that anyone peddling wares or services within the City limits obtain a peddler's permit.

The Business Registration application must be completed and submitted to:

**Colville Treasurer's Office
170 S. Oak
Colville, WA 99114**

Peddler's Permit Fee \$ 20.00

(Please open the "Bookmarks" tab to go to the forms)

- The peddler's permit fee covers a pre-determined period, not to exceed December 31st of any year, which will be reflected on the permit. (Door-to-door peddlers must name an end date at the time of purchase.)
- The peddler's permit must list all locations that the peddler will be selling wares or services.
- A change in location which is not already reflected on the peddler's permit, requires the purchase of an additional peddler's permit.
- Peddlers are not allowed to peddle within the "No Peddling Zone" (please open the "Bookmarks" tab to view the No Peddling Zone Map):

Commencing in the middle of the street at Third Avenue and the alley between Wynne Street and Main Street, south to the middle of Second Avenue, then West to the middle of Wynne Street, then South to the middle of Columbia Avenue, then East to the middle of Oak Street, then North to the middle of Second Avenue, then East to the alley between Oak Street and Main Street, then North to the middle of Third Avenue, then West to the point of commencement.

Any peddler who fails to obtain a permit before commencing business, or violates the No Peddling Zone, may be subject to civil penalties as detailed in the Colville Municipal Code 1.08.010-1.08.020.

Please click below for information about
[Washington State Business Licenses](#)

CITY OF COLVILLE

APPLICATION FOR CITY BUSINESS REGISTRATION

PLEASE READ CAREFULLY. COMPLETE AND RETURN TO THE TREASURER'S OFFICE.
PLEASE TYPE OR PRINT THE INFORMATION.

A BUSINESS REGISTRATION IS REQUIRED TO CONDUCT BUSINESS WITHIN THE CITY OF COLVILLE. APPLICANTS MUST COMPLY WITH THE CITY OF COLVILLE MUNICIPAL CODE WHICH INCLUDES BUT IS NOT LIMITED TO: ZONING, BUILDING, FIRE, AND POLICE DEPARTMENT ISSUES.

PEDDLER/SOLICITOR
\$20.00

NEW BUSINESS
\$9.00

RENEWAL APPLICATION
\$5.00 (DUE EACH YEAR BY JUNE 1ST)

NAME OF BUSINESS: _____ UBI#: _____

BUSINESS OWNER: _____

MAILING ADDRESS: _____

LEGAL DESCRIPTION (IF AVAILABLE): _____

BUSINESS LOCATION: _____

PHONE NUMBER: _____

PROPOSED DATE OF OCCUPANCY/OPENING: _____

TYPE OF BUSINESS:

- RETAIL MANUFACTURING FINANCIAL INST.
 SERVICES CONTRACTOR OTHER _____
 WHOLESALE

DESCRIPTION OF BUSINESS: _____

Number of employees: _____ Do you have a fire sprinkler system? Yes No

Do you store flammable or hazardous materials? Yes No

Quantity _____ Type: _____

In case of emergency we will attempt to notify owner, then the following:

Name:	Phone Number:
1.	
2.	

THIS APPLICATION WILL BE ROUTED TO THE FIRE, POLICE, BUILDING/PLANNING AND WATER/SEWER DEPARTMENTS. CORRECTIVE ACTION MAY BE REQUIRED. ALL BUSINESS SIGNS MUST BE APPROVED BY THE BUILDING & PLANNING DEPARTMENT. ADDITIONAL CITY PERMITS MAY BE NECESSARY BEFORE THE BUSINESS CAN COMMENCE OPERATION. CALL 684-5096 FOR MORE INFORMATION.

I certify that the information above is true and correct to the best of my knowledge.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

AMOUNT RECEIVED: _____

REGISTRATION NUMBER: _____

DATE ISSUED: _____

ROUTING:

WS ___ POLICE ___ FIRE ___ BP ___ DT1 ___ FILE ___

CITY OF COLVILLE NO PEDDLING ZONE (marked in Red)

THIRD AVENUE

SECOND AVENUE

No Peddling Zone

FIRST AVENUE

MAIN STREET

ASTOR AVENUE

BIRCH AVENUE

COLUMBIA AVENUE

WYNNE STREET

OAK STREET

