

Licensing Process for Contract Liquor Managers

Legend

Let the colors walk you through the process

What do you plan to sell and to whom?

Yellow denotes your business model. What do you look like now and what do you want to look like in the future?

What licenses/ endorsements do you need?

Green denotes the licenses/endorsements you need for your business model. Your liquor license is an endorsement inserted on your Business License Application. You can add multiple endorsements on your application.

Federal form or business license you need?

Pink denotes the forms needed to apply for your license. Everyone that requests to sell alcohol (spirits, beer & wine) will need to submit an Alcohol Dealers Registration form, Business License Application and LCB Addendum form. * Federal Wholesalers Basic Permit applies to Spirits Retailer License and product for resale.



State of Washington
Business Licensing Service
PO Box 9094
Olympia WA 98507-9094
Telephone: 1-800-451-7985
http://business.wa.gov/BLS

Information provided may be subject to disclosure under the public disclosure law (RCW 42.56)

Legal Entity/Owner Name _____

Unified Business Identifier (UBI) _____

Federal Employer Identification Number (FEIN) _____

Business License Application
For faster service - Apply online at business.wa.gov/BLS
or print in dark ink and mail to Business Licensing Service

For Validation - Office Use Only

03N-400-925-0003

1. Purpose of Application
Please check all boxes that apply.

<input type="checkbox"/> Open/Reopen Business <i>complete sections 2, 3, 4, (5 if hiring employees) and 6</i>	<input type="checkbox"/> Add License/Registration to Existing Location <i>complete sections 2, 3, 4, and 6</i>
<input type="checkbox"/> Open Additional Location <i>complete sections 2, 3, 4, (5 if hiring employees) and 6</i>	<input type="checkbox"/> Business Has or Will Have Employees <i>complete all sections</i>
<input type="checkbox"/> Change Ownership <i>complete sections 2, 3, 4, (5 if you have employees) and 6</i>	<input type="checkbox"/> Business Has or Will Have Employees Under Age 18 <i>complete all sections</i>
<input type="checkbox"/> Register Trade Name <i>complete sections 2, 3, 4 and 6</i>	<input type="checkbox"/> Hire Persons to Work In or Around Your Home <i>complete all sections</i>
<input type="checkbox"/> Change Trade Name - <i>complete sections 2, 3, 4 and 6</i> Name(s) to be cancelled: _____	<input type="checkbox"/> Other - <i>complete all sections</i> _____
<input type="checkbox"/> Change Location - <i>complete sections 2, 3, 4 and 6</i> Old address to be closed: _____	

2. Licenses and Fees
Use the License Fee Sheet for the information needed to complete this list.

Mark Registrations Needed:	Fees Due
<input type="checkbox"/> Tax Registration (state Dept. of Revenue) – Do you want a separate tax return for each business? <input type="checkbox"/> Yes <input type="checkbox"/> No	No Fee
<input type="checkbox"/> Industrial Insurance (Workers' Compensation) – <i>Required if you will have employees.</i>	No Fee
<input type="checkbox"/> Unemployment Insurance – <i>Required if you will have employees.</i>	No Fee
<input type="checkbox"/> Minor Work Permit – <i>Required if you will have employees under age 18.</i>	No Fee
<input type="checkbox"/> New Trade Name (Doing Business As):	\$ 5.00
List Additional Trade Names (\$5 each name) or Other Licenses (such as Lottery Retailer):	
➤ Spirit Retail License	\$
➤	\$
➤	\$
➤	\$
➤	\$
➤	\$

Enclose check for total amount due, including the Processing Fee, which MUST be submitted with this form.

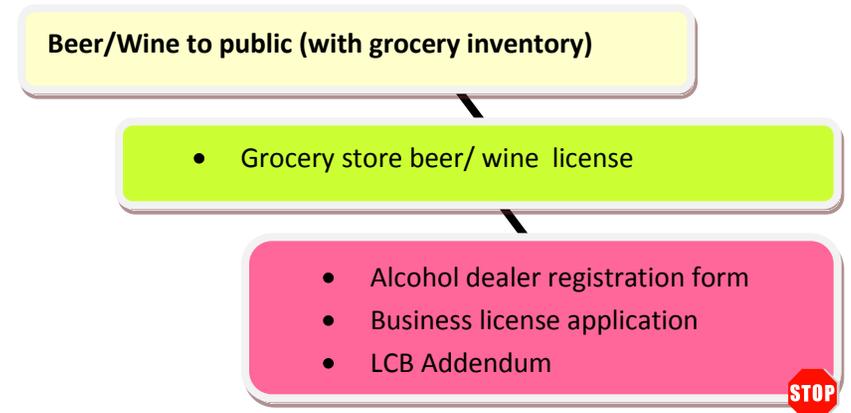
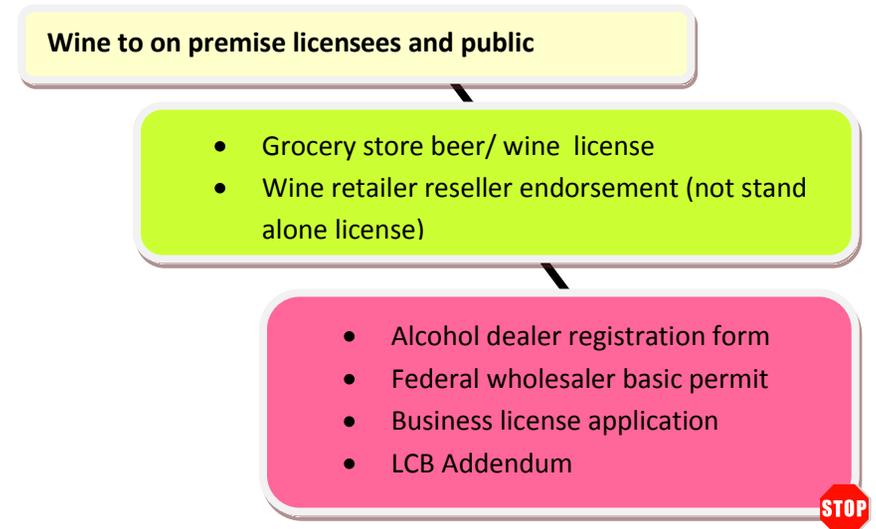
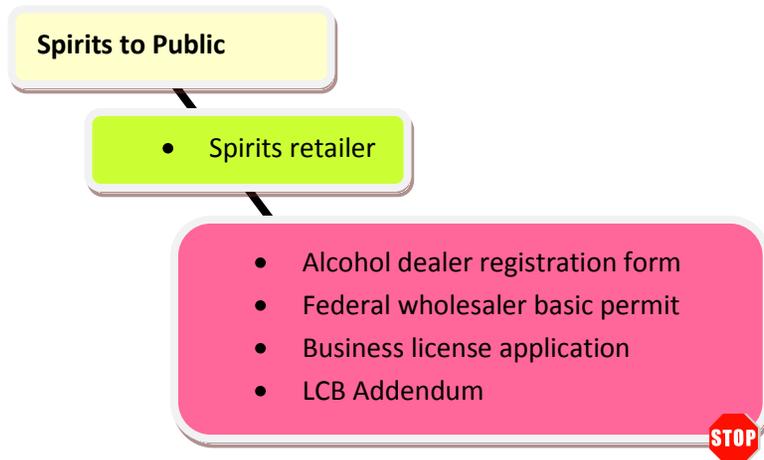
Processing Fee	\$ 15.00
Total Amount Due	\$

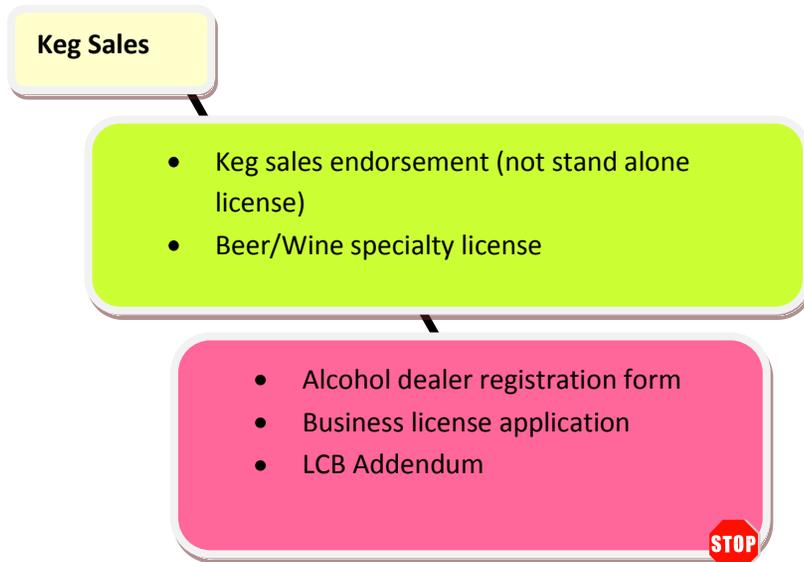
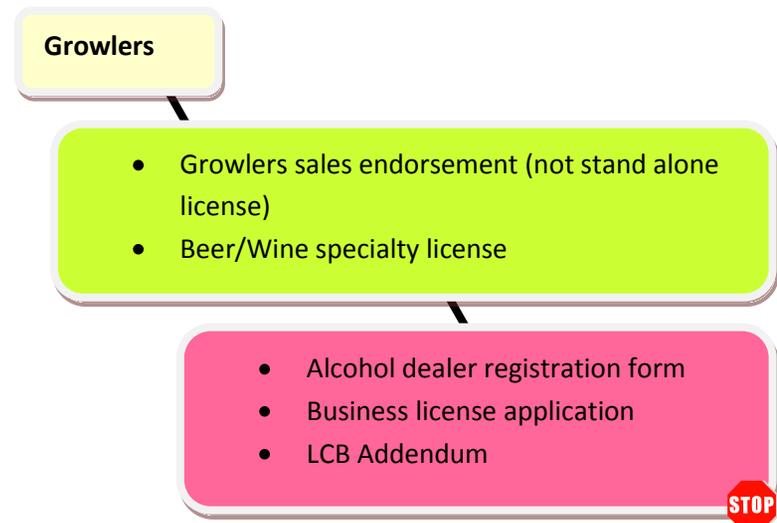
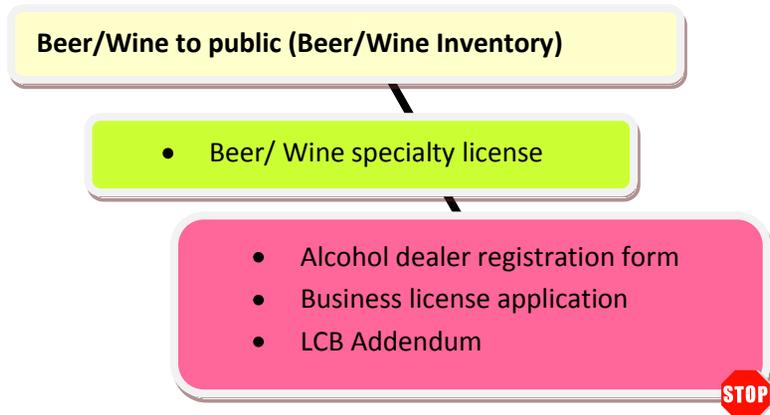
Make check payable to the Department of Revenue.

For assistance or to request this document in an alternate format, visit <http://business.wa.gov/BLS> or call 1-800-451-7985. TDD/TTY users may call (360) 705-6719.
BLS-700-028 (10/18/11) Page 1 of 4

RESET

Process





*Please visit our WSLCB Licensing website for additional information on specific endorsements/licenses and fees @ <http://www.liq.wa.gov/licensing/licensing-services> or contact licensing customer service at (360) 664-1600