

		Application for Pawnbroker License						License Year	
		Finance Department • PO Box 128 • Longview, WA 98632						License Number	
								Receipt Number	
Business Name				<u>Ownership</u> ☐ Sole Proprietor ☐ Partnership ☐ Corporation or LLC ☐ Non-Profit		<u>Type of Business</u> ☐ Const. Contractor ☐ Financial Institution ☐ Manufacturing ☐ Wholesale ☐ Retail ☐ Services		Home Occupation ☐ YES ☐ NO	
Street Address of Business		State	Zip					No. of Employees	
Mailing Address of Business		State	Zip	State UBI Number		Contractor No. and Expiration Date		Daycare License No.	
								Daycare License No.	
Business Phone		Detailed description of business							
Owners, Partners or Officers				Home Address			Home Phone		
Emergency Information									
In an emergency (i.e., burglary or fire) the City will attempt to notify the owner first, then the following persons:									
Name							Phone		
Name							Phone		
Fees									
New license:		\$150		Business license fees are \$150 per year. Renewal date: January 15 of each year. After January 31, add late penalty of \$2 per month for renewal licenses only. A Certificate of Occupancy is required. <i>See instructions on reverse side under <u>Other Requirements</u>.</i>					
Certificate of Occupancy:		\$20							
Fire/Life Safety Permit:									
TOTAL FEES:				Checks should be made payable and mailed to: City of Longview, 1525 Broadway, PO Box 128, Longview, WA 98632					
I certify that the above information is correct, as I have made corrections as needed.									
Signature				Print Name					
Date				Office/Title					
For Office Use Only									
Zoning District		Construction Type		Fire and Life Safety Classification					
Occupancy Classification		Occupant Load		Special Provisions					
Special Provisions									
Building Official Signature			Date		Fire Marshall Signature			Date	
Amount paid	Date paid	Date issued	GEO Code	SIC Code	Opening Date	Closing Date			

Instructions for Completing Pawnbroker License Form

Business name and location: If your business does not have a trade name, you may be licensed under your own name. Beauticians, crafters and other persons leasing space within an existing business establishment should use their own names as a business name. You must list the street address of your business. If your business office is in your home, your business address will be the same as your residence.

Mailing address: List the address where you would like your business license and B & O tax forms sent.

Ownership: List the type of ownership. For City business licenses purposes, corporations and LLC 's are placed in the same category. A "partnership" is defined as a legal partnership agreement prepared by an attorney and signed by all parties. Two persons can be listed on the business license under a "Sole Proprietor" classification simply by listing both names in the "Owners, Partners or Officers" box on the application form. Non-Profit organizations must supply a copy of the IRS Form confirming their non-profit status.

Type of Business: Mark one box that most applies to your business.

No. of Employees: Do not count yourself or your spouse.

State UBI Number: This is the number given to your business by the State Department of Revenue for the purposes of collecting sales tax and registering your business with the State of Washington.

Description of Business: Please describe exactly what you will be doing in your business.

Owners, Partners or Officers: If your business is a sole proprietorship, write your name, home address and telephone number here. If the business is a partnership or corporation, please list the first two officers here.

Emergency Telephone Numbers: List the names and telephone numbers of two persons whom emergency services personnel can contact in the event of a burglary, fire, or other emergency situation.

Other Requirements:

- **Reporting Requirements:** Pawnbrokers are required to provide weekly reports to the Longview Police Department. Reports must include an accurate description of all items received, the date received, and the name, residence and description of persons involved in the transaction.
- **Bonding Requirements:** Pawnbrokers must submit a surety company bond in the penal sum of \$10,000 with their license application.