



City of Edmonds
General Business License Supplemental Form
City Clerk's Office, Business License Division
121 5th Avenue North, Edmonds, WA 98020
425.775.2525

Business Name _____

WA State Tax ID # (UBI) _____

Business Email Address _____

Description of Business _____

Online Business? ☐ Yes ☐ No

Physical Address of Business: _____

Owner or Local Agent Information

Full Legal Name _____

Address _____

Second Owner or Local Agent Information (if applicable)

Name _____

Address _____

Yes No

1. ☐ ☐ Will any space alterations be made to the existing location? If so, please explain.

Please make sure to include a professional floor plan if alterations will be made.

2. ☐ ☐ Is there on-site parking for customers? If so, how many spaces? _____

3. ☐ ☐ Is a portion of the on-site parking accessible? If so, how many spaces? _____

4. ☐ ☐ Does the location contain an entrance accessible to individuals with disabilities?

5. ☐ ☐ Do you know the name or type of business that previously occupied this space? If so, what was it? _____

6. Is this business location a single office, suite, or the entire building? _____

Please attach a floor plan when returning this form. The floor plan may be hand drawn if drawn to scale using a straight edge. It should include not only doors and windows but also counters and major furniture. The plan only needs to include the space your business is occupying, so if it is a single suite, we only need a floor plan for that suite. If the business is making use of more than one office, or any shared spaces, a floor plan of the entire area is required.

We require a professional floor plan only if space alterations are being made.