Application for

Second Hand Sales License

Finance Department • PO Box 128 •
Longview, WA 98632 • BandOtaxes@mylongview.com

License Year
License Number
Receipt Number

Business Name			Ownership	Type of Business	Home Occupation
			☐ Sole Proprietor ☐ Partnership ☐ Corporation or LLC ☐ Non-Profit	☐ Const. Contractor ☐ Financial Institution ☐ Manufacturing ☐ Wholesale ☐ Retail ☐ Services	☐ YES ☐ NO
Street Address of Business	State	Zip			No. of Employees
					Daycare License No.
Mailing Address of Business	State	Zip			
			State UBI Number	Contractor No. and Expiration Date	

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
Certificate of Occupancy:	$20
Fire/Life Safety Permit:	
TOTAL FEES:	

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.
See instructions on reverse side Under Other Requirements.

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 Provision
Special Provisions		

Building Official Signature	Date	Fire Marshall Signature	Date

Amount paid	Date paid	Date issued	GEO Code	SIC Code	Opening Date	Closing Date

Comments

Instructions for Completing Second Hand Sales 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.

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:** Second-hand Dealers 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:** Second-hand Dealers must submit a surety company bond in the penal sum of $10,000 with their license application.