



250 Madison Street, Suite 1
Port Townsend, WA 98368 • (360) 385-2700 ext 4410

**PAYMENT
IS DUE**

SPECIALTY LICENSE RENEWAL NOTICE

PLEASE REVIEW ALL INFORMATION FOR ACCURACY AND CORRECT AS NECESSARY

BUSINESS LICENSE NO.

Business Name

Business Location

Mailing Address

EXPIRATION DATE

Bus. Phone

Bus. Fax

Start Date

SIC Code

If business is no longer active in the City of Port Townsend, please enter closing date here and return to address above:

____/____/____

Ownership

Email Address

WA State UBI No.

Federal ID No.

Update below names of Owners, Partners, or Corporate Officers - Attach additional page if necessary.

Owner #1 Name

Title

Phone

Home Address

In case of emergency, please contact:

Name

Title

Phone

Address

• Renewal Message •

The license period is January 1 to December 31, annually. Please include the appropriate license fee(s) for any and all categories that apply to your business.

Dancing, Beer/Wine Sales-
Consumption on Premises (Class A) \$ 25.00 per year

No Dancing, but Beer/Wine Sales -
Consumption on Premises (Class B) \$ 25.00 per year

Amusement Machines on Premises
No. of Machines: _____ \$ 25.00 per machine, per year

Vending Machines on Premises
No. of Machines: _____ \$ 10.00 per machine, per year

Trailer Park \$ 10.00 per year

LATE FEE - \$ 2.50 PER MONTH OF DELINQUENCY

Square Feet

Previous Year License Fee

PLEASE PAY THE FOLLOWING AMOUNT DUE:

Previous Balance \$ 0.00

Renewal Fee \$

Penalty Fee,
if applicable \$

TOTAL
AMOUNT DUE \$

I hereby certify that the information contained in this return is true and complete to the best of my knowledge.

Signature of Owner or Representative

Title

Date

RETURN COMPLETED RENEWAL NOTICE TO ABOVE ADDRESS WITH A CHECK MADE PAYABLE TO CITY OF PORT TOWNSEND