

### TEMPORARY BUSINESS LICENSE

A temporary business license is issued for a business that is conducting business less than 90 days per year. The license is issued for a 30 day time period and can be renewed twice. The fee is \$25 for 30 days.

- 1) You need a written letter of permission from the property owner where you are going to set up your temporary business.
- 2) You must be set up on private property (not public property, including streets, sidewalks, and parking lots). Ask for more information from the Parks Department about how to obtain a permit to sell items in a park.
- 3) Fill out application completely. The Washington State UBI number needs to be included.
- 4) The application will then be routed to Community Development and the Kittitas Valley Fire and Rescue for approval. The process takes approximately five days.
- 5) After the application has been approved by those two departments, you can pay for it at the Finance Department.

### TEMPORARY SPECIAL EVENTS

A temporary special event is defined as six or more vendors (examples are Ware Fair, Western Art Show, or a craft bazaar).

The promoter is in charge of the event and is responsible for the following:

- 1) Fill out application completely. The Washington State UBI number needs to be included. The fee is \$25 unless the promoter already has a City business license.
- 2) Fill out the preliminary list of vendors and information and turn in to City Clerk five days in advance of the event.
- 3) Collect the fees from each vendor, (\$5 per day per vendor - \$20 maximum).
- 4) The final list, including UBI# and other required information and payment is due within five days after event (10 percent penalty charged after five days).

Note: if the promoter is charging admission, they need to fill out an admissions tax registration form in advance and turn it in with the preliminary list. The final payment and form are due within five days after event (10 percent penalty charged if late).

*ANY QUESTIONS? CALL CITY CLERK AT 509-925-8614.*