



**MOBILE BUSINESS LICENSE APPLICATION**  
 (Temporary locations in Union Gap)

102 W. Ahtanum Road;  
 P.O. Box 3008  
 Union Gap, WA. 98903  
 Phone: (509) 248-0432  
 Fax: (509) 248-6494  
[www.cityofuniongap.com](http://www.cityofuniongap.com)

Karen Clifton  
 Director of Finance & Administration

Fill out this form in its entirety.  
Incomplete applications will not be processed.

This is an APPLICATION ONLY, and NOT a license to conduct business. Please type or print clearly in black ink. You must obtain a business license PRIOR to conducting business. **ALL LICENSES EXPIRE ON MARCH 14.**

New Application     Renewal     Update Application     Change of Ownership     Change address     Change of Business name

<b>SECTION A – Business Information</b>			
Business Name:		Owner/Corporate Business Name:	
Business physical location:		Owner/Corporate physical location:	
		Owner/Corporate City:	State:                      Zip:
Mailing Address:		Owner/Corporate Mailing Address:	
City:	State:	Zip:	City:                      State:                      Zip:
Email address:		Corporate Email Address	
Business Phone #	Business Fax #	Corporate Phone #	Corporate Fax #
Type of Business: <input type="checkbox"/> LLC <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation			
Number of Full time employees _____ Number of Part time employees _____ at the Union Gap location.			
Federal ID or SSN:		WA State Sales Tax Number (UBI):	Does your Business Collect Sales Tax <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Business, Principal Products & Services: (Please be specific)			
Will the annual value of products, gross process of sales, or gross income exceed \$2,000.00? <input type="checkbox"/> YES <input type="checkbox"/> NO			

<b>SECTION B – Emergency Contacts</b>			
Name of Contact #1:		Name of Contact #2	
Home Phone:	Cell Phone:	Home Phone:	Cell Phone:

MUNICIPAL CODE 5.04.110 states **GARBAGE SERVICE IS REQUIRED FOR BUSINESS PREMISES.**  
 Please contact the utility billing department at (509) 248-0434 to set up garbage service.

**SECTION G - SIGNATURES**

*Important – Read and sign below*

I (we) the undersigned declare under the penalties of perjury and the denial of a license or revocation of any license granted, that I (we) am (are) the applicant(s) or authorized representative(s) of the business making this application and that the answers have been examined by me (us) and that the information set forth is true, correct and complete. I (we) understand my (our) place of business must comply with all federal, state, and local codes and ordinances. I (we) also understand that the City officials may require additional information as permitted by the Union Gap Municipal Code (UGMC), and I agree to supply the same upon request as part of this application. Each agency may require additional information depending on your type of business, completing this form does not relieve you of any statutory or regulatory requirement relating to your business. I (we) understand that the issuance of this license is conditioned upon compliance at all times with all applicable ordinances, regulations and statutes of the City of Union Gap and the State of Washington. The issuance of this business license does not imply compliance with the Zoning code and international /fire and Building Codes. I (we) certify that I have read and understand the UGMC 4.04 & 4.24.

\_\_\_\_\_  
Current Business Owner’s Signature                      Printed Name                      Date

\_\_\_\_\_  
Additional Business Owner’s Signature                      Printed Name                      Date

Please return the entire application form, any requested attachments, and payment to the City of Union Gap /city Clerk’s office. Validated license will be mailed to you once approved by all required City Departments.

City Departments Contac Numbers:	
Community Development:	(509) 575-3638
Finance & Administration	(509) 248-0432
Fire Department	(509) 575-6060
Police Department	(509) 248-0434
Public Works	(509) 225-3524
Utility Department	(509) 248-0434

For office use only	
Received By: _____	Date: _____
Customer # _____	Receipt # _____
License # _____	Fee: _____
.....	
Finance & Administration Review Date _____	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved

**Thank you for doing business with the City of Union Gap!**