



Clerk/Treasurer's Office
P.O. Drawer 9
South Bend, WA 98586
Phone (360) 875-5571
Fax (360) 875-4009

December 15, 2015

Dear Business Owner:

On the reverse side of this letter is your application for a 2016 City of South Bend Business License. Please note any changes or fill in any missing information. Current license holders must renew their license by February 29th. Any new business will need to have an application for a license on file with the City of South Bend prior to the startup of the enterprise.

If you have any questions, please don't hesitate to contact me at (360) 875-5571.

Sincerely,

Dee Roberts, MMC
Clerk/Treasurer

BUSINESS LICENSE FEES PER ORDINANCE #1487

\$50.00 Renewal Fee for all businesses conducting business in the city limits of South Bend.

For businesses located outside of the City of South Bend, only those working within the South Bend city limits shall be counted.

Itinerant Merchants (salesman selling items door to door).....\$100.00 per year (plus \$10.00 per person)

City of South Bend

P.O. Drawer 9

South Bend, WA 98586-0009

Telephone: 360-875-5571 Fax: 360-875-4009



Application for Business License

This license required under Ordinance No. 1487

Please return with necessary fees prior to February 29, 2016

License # _____

(To be filled in by City Hall)

To be issued to (Trade name): _____

Location address: _____

Mailing address: _____

Business phone: _____ Business fax: _____

Residence address: _____

Residence phone: _____

Indicate ownership status: Individual Partnership Corporation

Type of business: (give details) _____

Number of employees, including owner (SEE REVERSE SIDE): _____

License Fee: _____

State Tax ID # _____

List Partners/Corporate Officers (include residences & phone numbers):

Signed by:

Office/Title: _____ Date signed: _____