

POULSBO DISTRIBUTION SCHEDULE

ORDINANCE NO. 2011-17

SUBJECT: Business License Procedures Amendment to PMC 5.04

CONFORM AS TO DATES & SIGNATURES

- (X) Filed with the City Clerk: 10/12/2011
- (X) Passed by the City Council: 10/19/2011
- (X) Signature of Mayor
- (X) Signature of City Clerk
- (X) Publication: 11/11/2011
- (X) Effective: 11/16/2011
- () Recorded: N/A

DISTRIBUTED COPIES AS FOLLOWS:

- (X) NK Herald: Emailed by jb
- (X) Code Publishing - via email if in electronic format
- () City Attorney
- () Civil Service Commission and/or Sec/Chief Examiner
- () Clerk's Department:
- () City Council
- () Finance:
- (X) Posted to Library Drive and Website

Jill A. Boltz
City Clerk

November 21, 2011
Date

ORDINANCE NO. 2011-17

AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON, RELATING TO BUSINESS LICENSE PROCEDURES AND AMENDING SECTION 5.04 OF THE POULSBO MUNICIPAL CODE TO PROVIDE FOR THE STATE OF WASHINGTON DEPARTMENT OF REVENUE TO ACCEPT BUSINESS LICENSE APPLICATIONS AND RENEWALS ON BEHALF OF THE CITY OF POULSBO, AMENDING THE EXPIRATION DATE OF LICENSES, AND AMENDING THE PENALTY FOR LATE RENEWALS.

WHEREAS, in order to improve customer service to businesses, the Poulsbo City Council has authorized an agreement with the Washington State Department of Revenue Business Licensing Services; and

WHEREAS, this partnership will provide city businesses a unified licensing process; and

WHEREAS, Business Licensing Services uses a common expiration date for all business licenses and so businesses will receive a combined annual renewal notice for the city license; and

WHEREAS, in order to reflect this change in business licensing procedures it is necessary to amend the municipal code; and

THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Section 5.04 of the Poulsbo Municipal Code are hereby amended to read as follows:

5.04.010 Definitions.

F. "State" means the Washington State Department of Revenue.

5.04.030 Application—Procedure.

A. Any new non-exempt business shall make application for a business license prior to commencing business in the city. Application for license shall be accomplished by filing a Business License application through the Department of Revenue's Business Licensing Service, in coordination with the city clerk or designee. Persons applying for a license must pay a fee as established in Poulsbo Municipal Code Section 3.12.040(D), and the Business License Service handling fee.

B. Application for a business license shall be made online or by mail with the State of Washington Department of Revenue or submitted in person at the City of Poulsbo on a form to be furnished for that purpose and accompanied by the proper fees.

Each application submitted in person or by mail shall be signed by the person or other authorized representative of the firm or corporation to be licensed.

C. The city clerk shall approve or deny the license. Each application shall be reviewed by city departments for compliance with all other city code requirements. If any city department recommends denial of the license, that department must submit its recommendation in writing to the city clerk. If an application is denied by the city clerk, the reason for denial shall be stated.

D. Neither the filing of an application for a license nor the payment of the fee shall authorize a person to engage in or conduct a business until such license has been granted.

5.04.040 Renewal.

A. Businesses must pay a renewal fee as set forth in Section 3.12.040 (D), and the Business Licensing Service's processing fee.

B. City business licenses shall be granted an expiration date as determined by the State of Washington Department of Revenue in cooperation with the City. The expiration date will be coordinated to match the expiration date already established for the state business licensing account. License fees will be prorated accordingly with respect for any license term granted for less than or greater than 12 months during the adjustment to match the account's established expiration date.

C. Neither the filing of an application for renewal nor the payment of a renewal fee shall, of itself, authorize a person to engage in or conduct a business.

5.04.050 Fee – Late payment – Reissuance.

A. The fees for application and for renewal of city business licenses are set forth in Section 3.12.040(D).

B. If any license issued under this chapter is not renewed by the date of expiration, the Business Licensing Service may assess the late renewal fee authorized by RCW 19.02.085 in addition to the license fees due for renewal.

5.04.060 Term.

All City of Poulsbo business licenses issued pursuant to the provisions of this chapter will expire on the date established by the state Department of Revenue's Business Licensing Service, and must be renewed on or before that date in order to continue conducting business in the city.

Section 2. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 3. Effective Date. This ordinance shall take effect and be in full force five (5) days after publication of the attached summary, which is hereby approved.

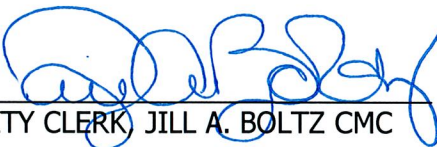
PASSED by the Poulsbo City Council this 19th day of October, 2011.

APPROVED:



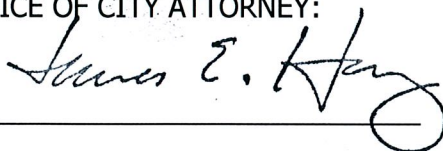
MAYOR, BECKY ERICKSON

ATTEST/AUTHENTICATED:



CITY CLERK, JILL A. BOLTZ CMC

APPROVED AS TO FORM:
OFFICE OF CITY ATTORNEY:

BY: 

FILED WITH THE CITY CLERK: 10/12/2011
PASSED BY THE CITY COUNCIL: 10/19/2011
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SUMMARY OF ORDINANCE NO. 2011-17

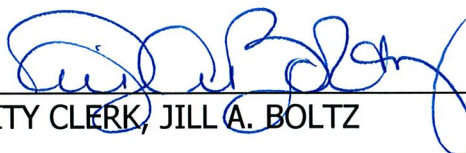
of the City of Poulsbo, Washington

On the 19th day of October, 2011, the City Council of the City of Poulsbo, passed Ordinance No. 2011-17. A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON, RELATING TO BUSINESS LICENSE PROCEDURES AND AMENDING SECTION 5.04 OF THE POULSBO MUNICIPAL CODE TO PROVIDE FOR THE STATE OF WASHINGTON DEPARTMENT OF REVENUE TO ACCEPT BUSINESS LICENSE APPLICATIONS AND RENEWALS ON BEHALF OF THE CITY OF POULSBO, AMENDING THE EXPIRATION DATE OF LICENSES, AND AMENDING THE PENALTY FOR LATE RENEWALS.

The full text of this Ordinance will be mailed upon request.

DATED this 8th day of November, 2011.


CITY CLERK, JILL A. BOLTZ