



*"Working together to
fund Washington's future"*

Partnering with Business Licensing Service (BLS)

Katie Early
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BLS Objective



Provide a one-stop customer service center to quickly and efficiently issue business licenses required by law.

Combined Licensing

- One application per business location
- One license document per location with listed endorsements
- One annual renewal payment
- Partners regulate the business
- Public records retention



Application Process

A Kirkland convenience store submits its online BLS application

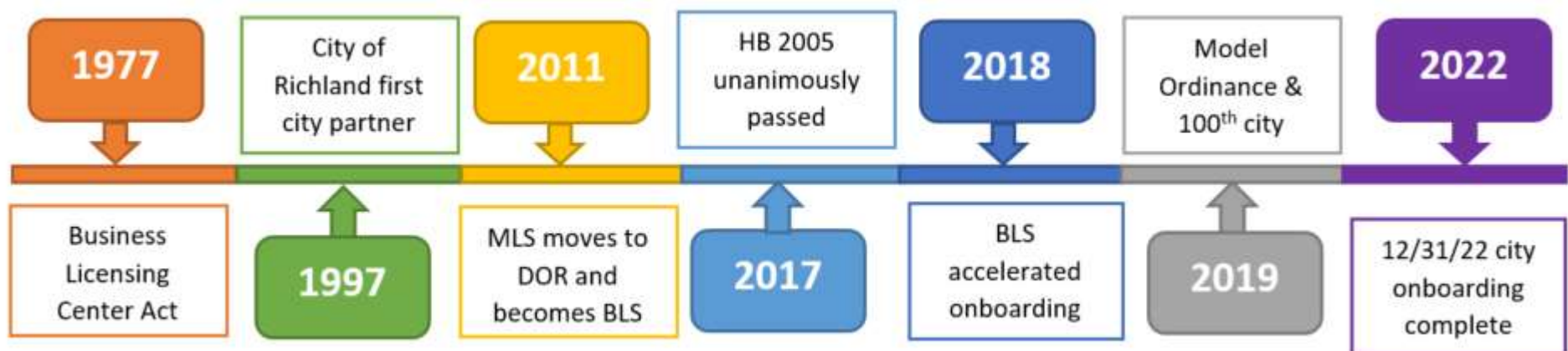


What does BLS provide?

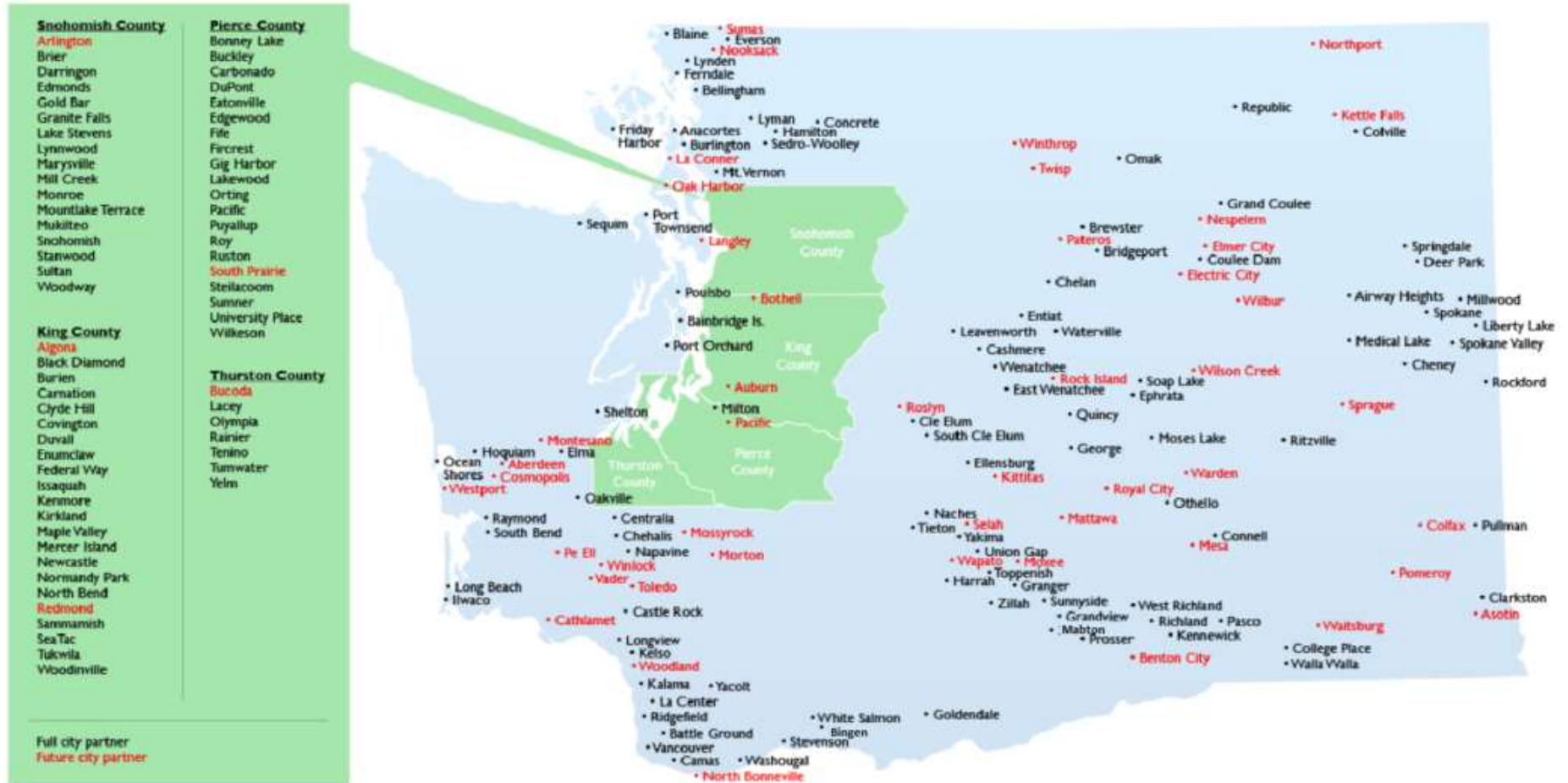
- Intake applications and renewals
- Print & mail licenses
- Collect & distribute fees
- Offer on-demand reporting
- Handle customer service
- Support compliance for partners



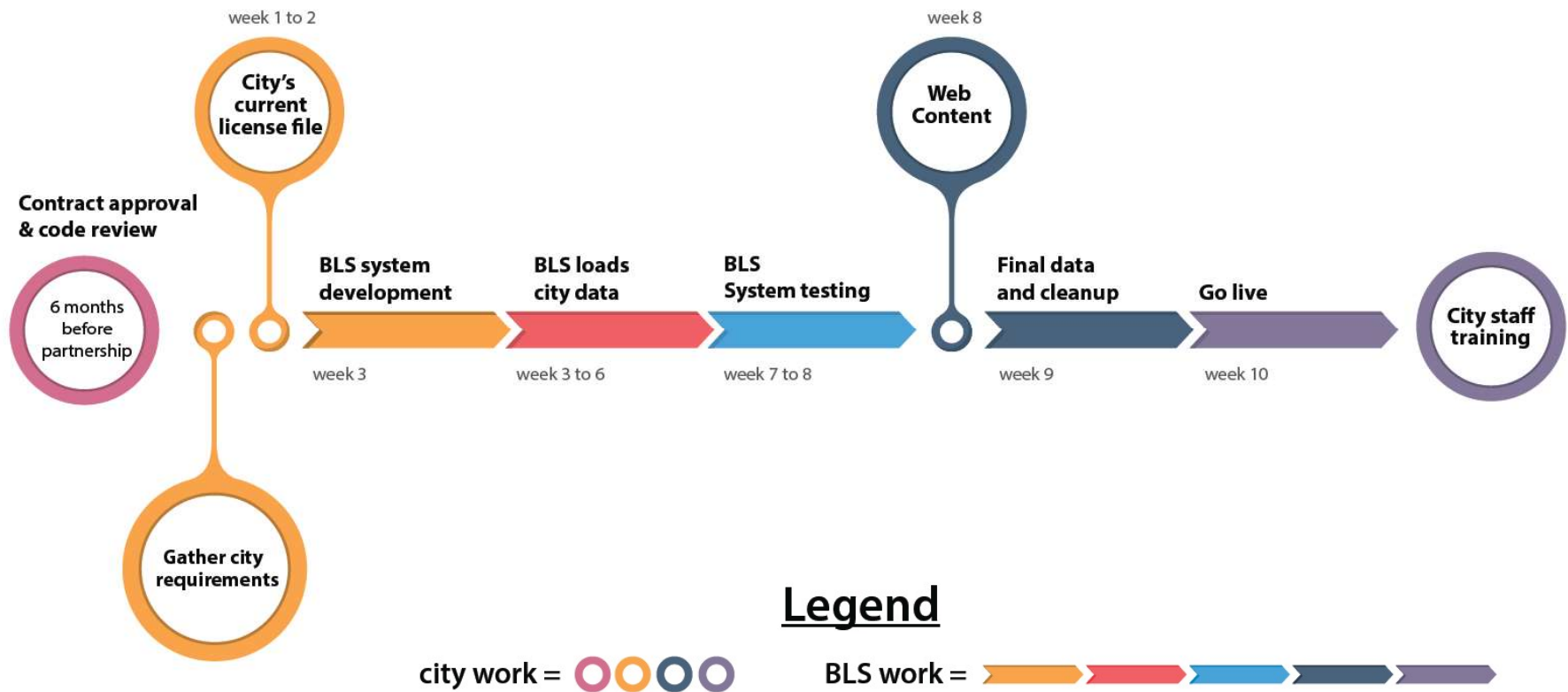
BLS History and Timeline



162 BLS city partners as of March 11, 2021



Onboarding Sample Timeline



Looking Forward

Continued relationship:

- Question support
- Quarterly trainings
- Processing of partner change request
- Adding additional licensing options to our suite of services



After 2022:

- Counties
- Existing state agency partners other programs
- New state agency partners

Citypartners.dor.wa.gov

Business Licensing Service and local licensing

Combined licensing streamlines licensing for your city businesses

Did you know more than 90 percent of businesses apply for and renew their licenses online?

The state Business Licensing Service (BLS) offers a "one-stop" local licensing solution to relieve the workload of license renewals. The free service works for **more than 150 cities** with more joining BLS each month.

Partnership with BLS supports your city staff and business community by removing roadblocks. This saves your local businesses time when they apply for and renew city and state licenses. Your staff, meanwhile, get fast turnaround, detailed reporting and increased compliance – with no added cost.

Our revenues increased 15 percent in the first year. With BLS, we are able to identify our businesses and their employees more easily.

~ Carrie Lewellen, Treasurer, City of Vancouver

Benefits for:

City staff

- No mailings or collections.
- Licenses renewed annually by BLS.
- Payments managed by BLS.
- GIS integration requires licensing in city limits.
- Tax account discovery increases compliance and revenue.

More information

[BLS brochure \(pdf\)](#)

[Print version \(pdf\)](#)

[Map of BLS Cities](#)

[BLS News Releases](#)

[Local Business Licensing Progress Report, Jan. 2020 \(pdf\)](#)

[FY 2021 City Partner Plan](#)

[Onboarding timeline \(pdf\)](#)

[Secrecy Clause \(pdf\)](#)

[Standard reports list \(pdf\)](#)

[Sample BLS-City contract \(pdf\)](#)

[License file format \(xlsx\)](#)

[2020 Local Gov't deposit dates \(xlsx\)](#)

[2021 Local Gov't deposit dates \(xlsx\)](#)

Sharing Success

“The City of Redmond is excited to be partnering with the Department of Revenue Business Licensing Service to streamline and ease the application and/or renewal process for our business community. Providing a one-stop shop is something that the City has moved towards for all our customer interactions with the launch of a centralized Customer Service Center in 2018. We recognize the benefits of this approach and know that our community will greatly appreciate this new and much more convenient process.”

- Business Operations Administrator, City of Redmond

Contact

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