

New Business Required License Checklist

We recommend reviewing the [PLAN](#) and [START](#) chapters of the [Small Business Guide](#), which contains information for individuals looking to start a business in Washington State.

The following is a checklist of the most pertinent information:

- Business structure:** *Limited Liability (LLC), Corporation, Limited Partnership (LP), Limited Liability Partnership (LLP)*

First, [register](#) your business with the Secretary of State (SOS) and then use the Unified Business Identifier (UBI) they issue to apply for your [Washington State Business License](#) with Business Licensing Service (BLS).

- Business structure:** *Sole-Proprietor*

Apply for a [Washington State Business License](#) with Business Licensing Service (BLS).

- Local licenses or permits**

Each [city](#) and some [counties](#) may require a separate license to operate. We recommend reviewing the city/county website where your business will be located or where you will be conducting business to determine the licensing requirements.

We also recommend you contact the local jurisdiction planning department to determine whether the location of your business is zoned for your type of business.

- Environmental permits**

If your business activities have the potential to impact the environment (e.g. air, water, waste), you may be required to obtain environmental permits.

For assistance with determining which permits may be required, you can contact the Office for Regulatory Innovation and Assistance (ORIA) at (800) 917-0043 or help@oria.wa.gov.

- Hiring employees**

All employee information provided on the Washington Business License application is automatically forwarded to the Department of Labor and Industries (LNI) and Employment Security Department (ESD) to set up [Workers' Compensation](#) and [Unemployment Security](#) accounts.

Every new employee will need to complete the [Employment Eligibility Verification](#) form (within 3 days of hire) and the [IRS W-4 Form](#). You also need to report each new employee or re-hired employee through the [New Hire Reporting](#) program of the Department of Social and Health Services (DSHS) within 20 days of hire.