



CITY OF EVERETT
Permit Services

NEW BUSINESS IN CITY OF EVERETT

If you are considering doing business in the City of Everett, you should contact the City Clerk’s Office for a business license application. If you intend to perform your business activity from your home, you will also need to complete a “Home Occupation Permit” application. Anyone involved in any business activity in the City of Everett must apply for a business license. Depending upon the type of business you intend to perform, you may be required to obtain additional licensing under the City’s licensing code, EMC Title 5.

Everett City Clerk’s Office
2930 Wetmore Ave
Everett, WA 98201
425-257-8610

Note: This list is for informational purposes only and should not be construed as, nor relied upon, as an official or complete listing of agencies to contact for licensing or permit requirements.

CITY OF EVERETT

City Clerk’s Office 2930 Wetmore Avenue (425) 257-8610	For licensing requirements of various business endeavors. Some business licenses require approval from other City departments prior to issuance.
Everett Planning Department 3200 Cedar Street (425) 257-8810	For zoning requirements and sign requirements.
Everett Building Department 3200 Cedar Street (425) 257-8810	For building permits, electrical permits, sign permits, and mechanical inspections.
Public Works Department 3200 Cedar Street (425) 257-8810	Engineering design and construction inspection.
Everett Fire Department (425) 257-8792	Fire codes, bldg. inspection.

SNOHOMISH HEALTH DISTRICT

3020 Rucker Avenue (Rucker Building) Everett, WA 98201 (425) 339-5260	If you will be dealing with food or beverages, you must contact the Health District regarding sanitation codes, food workers’ permits, and other licenses which may be required.
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FEDERAL GOVERNMENT

Internal Revenue Service 3020 Rucker Avenue (Rucker Building) Everett, WA 98201 1-800-829-1040	Contact this agency regarding income tax withholding, social security tax withholding, and federal employers' identification number (FEIN).
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STATE OF WASHINGTON

Business License Information Olympia, WA (360) 664-1400	For any information regarding state licensing requirements.
Department of Social & Health Services 840 North Broadway Everett, WA 98201 (425) 339-3900	Day Care Licensing
Department of Revenue 19800 n Creek Pkway. Bothell (425) 984-6400	To obtain a state master business license and UBI number. For information on state excise taxes, sales taxes, use taxes.
Department of Labor & Industries 729 – 100 th St S.E. Everett, WA (425) 290-1300	Payroll tax reports, industrial insurance, and medical aid premiums.
Employment Security Department 840 North Broadway Everett, WA 98201 (425) 339-4900	Employee wage reports and payment of unemployment insurance tax must be submitted to this agency.
Liquor Control Board 909 SE Everett Mall Way Ste D-480 Everett, WA 98208 (425) 513-5114	Any business selling liquor needs to contact this board to obtain the appropriate license.

SNOHOMISH COUNTY

Assessor – 3 flr, Administration Bldg. 3000 Rockefeller Everett, WA 98201 (425) 388-3656	All new businesses should check with this department regarding the filing of Personal Property tax affidavits.
Auditor – 1 st flr, Administration Bldg. 3000 Rockefeller Everett, WA 98201 (425) 388-3627	Check to be sure no county business license is required for the type of business you plan to perform.



3200 Cedar Street
Everett, WA 98201



425.257.8810
425.257.8857 fax



everetteps@everettwa.gov
everettwa.gov/permits