



City of Wapato  
205 East Third Street  
Wapato WA 98951-1326

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## BUSINESS LICENSES AND REGISTRATION RULES

The City of Wapato's goal is to work with the local businesses to provide minimum standards to safeguard the health, property and general public welfare.

If a license is not obtained, a letter will be sent requesting the business to cease operation within two weeks.

**A. New License:** Each and every business operating within the City of Wapato is required to be licensed by submitting a complete application and fees to City Hall.

The application will ask the business owner to certify that the premises are within compliance with City zoning, fire and building ordinances and certify they are in compliance with state laws.

Each City department will review the application and supply a detailed written report to the Clerk-Treasurer within 10 days of receipt.

Sometimes this will include an inspection of the business property.

The Clerk-Treasurer will issue the license or send a letter out why it is being denied. If your license has been denied by the Clerk-Treasurer, you can appeal the denial with the Mayor in writing within five (5) days.

**B: Owner Requirements:** Post your license in a place where people can see it.

Each business shall keep all exterior premises of the business, including, but not limited to, alley ways, right-of-ways and buildings, reasonably clean and clear of all litter and trash, and the exterior of the premises free of graffiti.

All businesses serving, handling or dealing in food, in any way, must comply with all county and city code sections relevant to its business

You are required to have garbage service through the City of Wapato.

### **C: When you need a NEW license:**

If the business moves locations, they will need a new license.

If the business owner starts another business not listed, it will need a new license.

If a person buys a business, the new owners will need to buy a new license.

**D. Renewal:** will be yearly from March 1 to February 28.

Once the fee is paid, the license shall be renewed.

The property could be inspected by the Code Enforcement Officer.

If the fee is not paid within two weeks of March 1, the business will be charged a late fee. A letter will be sent as a reminder before another letter is sent requesting the business to stop operation within two weeks.

### **E: Other Information:**

You can request a copy of Business License Ordinance by coming in (205 E Third St), writing a letter (205 E Third St, Wapato WA 98951), or by e-mailing a request ([info@wapato-city.org](mailto:info@wapato-city.org)).

If you have been denied your license, request a copy of the ordinance and follow the instructions in Title 5.02.120.

Special business rules for the following business-please request the ordinance to read what your special rules are:

- Hotels and motels
- Junk Dealers
- Pawnbrokers and Secondhand Dealers
- Yard and Garage Sales
- Taxicabs and Cabulances
- Flea Markets
- Alcoholic Beverages
- Sidewalk Business Regulations
- Residential Rental Units-Landlord Licenses
- Mobile Food Vendors
- Wrecking Yards