



# Solicitor Permit Application

City of Newcastle—12835 Newcastle Way, Newcastle, WA 98056  
425-649-4444—[www.newcastlewa.gov](http://www.newcastlewa.gov)

Persons, firms or corporations engaging in business within the city limits are required to obtain a city business license before commencing operations. Businesses may apply online at Washington Business Licensing Service at <http://bls.dor.wa.gov>. A temporary use permit is required for soliciting from a fixed location within certain zoning designations pursuant to NMC 18.32.100. City staff will notify you if this permit is required.

**All solicitor permits expire six months after the issue date. You must come into to City Hall to renew your permit. Background checks are only conducted once a year.**

**INITIAL FEE: \$35** (\$25 for each 6-month Solicitor Permit, plus \$10 for each background check. **RENEWAL: \$25**

APPLICATION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

REQUESTED START DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

Business Name: \_\_\_\_\_

Business (Physical) Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Website: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Name of Principal Contact Completing this Application: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

## Newcastle Business License (UBI) #

(\*required—this application is not a license to conduct business): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

GENERAL DESCRIPTION OF BUSINESS TYPE, SERVICES PROVIDED and/or PRODUCTS SOLD:

\_\_\_\_\_

Proposed method of Operation: (door hangers/knocking on doors/flyers left in doors, etc...)

\_\_\_\_\_

**Please Continued on back ----- >**

**Names of ALL persons soliciting during the permit period: (\*PLEASE NOTE—Each person must submit a valid driver’s license or other photo ID (state photo ID, valid US Passport) in person at City Hall and receive a background check in order to be included under this solicitor’s permit.) Please use additional sheets, if necessary.**

NAME	HOME ADDRESS	PHONE #

Will vehicle(s) be used? Yes \_\_\_ No \_\_\_ License Number(s): \_\_\_\_\_

Vehicle(s) Description including Color/Make/Model(s): \_\_\_\_\_

**Agreement:**

**I certify that the information contained herein is true and correct. I understand that any untrue statement is cause for denial or revocation of my solicitor’s permit.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

Office Use Only:		
BACKGROUND CHECK COMPLETED? Y / N - Notes: _____		
_____		
Approved / Denied - Notes: _____		Permit Issued: _____
Completed By (signature): _____	Date: _____	Sent To Clerk: _____