

Local Business Licensing Partnership Plan FY 2018 - 2019

August 7, 2018

SUMMARY

The Local Business Licensing Partnership Plan (originally issued January 2018) has been updated to reflect the new accelerated city onboarding schedule as a result of funding appropriated by the 2018 Legislature.

The 2018-2019 fiscal year municipal business licensing partnership plan (plan) was prepared by the Department of Revenue (Department) to comply with Engrossed House Bill (EHB) 2005 (Chapter 209, Laws of 2017). The new law, codified in chapter [35.90](#) RCW, requires:

- Washington cities and towns that have general business licenses to join a combined licensing system (either FileLocal or Business Licensing Services (BLS)).
- The Department's BLS program to partner with all cities requiring a general business license between July 1, 2017 and December 31, 2022.
- The Department to create a two-year onboarding plan and submit the plan to the Legislature by January 1, 2018, and each even-numbered year thereafter (see RCW [35.90.020](#)(4)). The fiscal year 2018 and 2019 plan is to give preference to cities queued for partnership before 2017.
- The Department to submit an annual progress report to the Legislature, beginning January 1, 2019, through January 1, 2028. The report must include the information specified in RCW [35.90.020](#)(8).

There are 281 incorporated cities and towns in Washington State. Of those, 226 issue local business licenses. Currently, BLS provides local licensing services for more than 70 cities, reducing the license renewal workload for these cities and saving businesses time with a one-stop solution. Five cities are currently partnering with the FileLocal portal for local business and occupation (B&O) tax collection and business licensing.

This plan identifies 31 cities that will be joining the BLS partnership, as well as the proposed implementation dates. It incorporates all cities prioritized by the legislation. Should any city in the 2018-2019 plan be unable to complete work on schedule, BLS may choose to expedite another city's partnership with the Department to maintain progress.

2018-2019 FISCAL YEAR CITY PARTNER PLAN

BLS engaged all cities identified in this two-year plan by webinar, phone, and/or email. Every city has agreed in writing to the partnership schedule. The plan accommodates for the volume and complexity of city licenses while meeting the conditions of the legislation. Where practical, BLS coordinated the schedule to fit with city leadership requests. Implementation or "Go-Live" dates within the designated quarter and year will be set about three months in advance.

FY 2018 (onboard completed)

Quarter 1 (July-Sept., 2017)	Quarter 2 (Oct.-Dec., 2017)	Quarter 3 (Jan.-March, 2018)	Quarter 4 (April-June, 2018)
<ul style="list-style-type: none"> ✓ Battle Ground ✓ East Wenatchee 	<ul style="list-style-type: none"> ✓ Sunnyside ✓ Ellensburg 	<ul style="list-style-type: none"> ✓ Mukilteo ✓ Pasco ✓ Walla Walla 	<ul style="list-style-type: none"> ✓ Puyallup ✓ Lakewood

FY 2019

Quarter 1 (July-Sept., 2018)	Quarter 2 (Oct.-Dec., 2018)	Quarter 3 (Jan.-March, 2019)	Quarter 4 (April-June, 2019)
<ul style="list-style-type: none"> • Bainbridge Island • Centralia • Chehalis • Shelton • Yelm 	<ul style="list-style-type: none"> • Kirkland 	<ul style="list-style-type: none"> • Tukwila • Snohomish • Orting • Ridgefield • Black Diamond • Normandy Park • Darrington • Quincy 	<ul style="list-style-type: none"> • Burlington • Friday Harbor • Edmonds • SeaTac • Napavine • Castle Rock • Moses Lake • Cashmere

If the Department needs to alter the plan, the Department will provide affected cities at least 30 days' notice as required by the legislation. This plan assumes the Legislature continues to maintain increased funding for BLS to provide the Department with the necessary resources to continue onboarding all cities at an accelerated rate before the statutory deadline of December 31, 2022.

NEXT STEPS

Annual Progress Report

By January 1, 2019, the Department will submit a progress report to the Legislature as required by RCW [35.90.020\(8\)](#). The report will include a summary of accomplishments, a description of efforts made to engage cities not already part of the onboarding plan, and a list of cities scheduled to partner July 2019 through December 2020. It will also include a list of cities declining to pursue BLS partnership, descriptions of process improvements made, and recommendations to further simplify the process for issuing and renewing local business licenses in Washington State.