



STATE OF WASHINGTON  
DEPARTMENT OF AGRICULTURE  
*P.O. Box 42560 Olympia, Washington 98504-2560 (360) 902-1800*

## Registering Your Business

Nearly every business operating in Washington State needs some type of business registration or license. Normally that registration requires filing a Business License Application through the state Business Licensing Service (BLS).

If you are starting a new business, a good place to begin is the BLS home page at <http://bls.dor.wa.gov/>. Find information to get your business licensed in Washington. Be sure to review the Business Resource Guide at: <http://bls.dor.wa.gov/forms/wabooklet.pdf> and go through the steps of the Business Licensing Guide at <http://bls.dor.wa.gov/blg/> to create a customized "Guide Sheet." This guide includes information on the types of licenses you need along with contact information. You can also download forms or request to have them sent to you by fax. There is specific information for out-of-state businesses at [http://dor.wa.gov/Content/DoingBusiness/BusinessTypes/doingBus\\_OutOfStBus.aspx](http://dor.wa.gov/Content/DoingBusiness/BusinessTypes/doingBus_OutOfStBus.aspx).

You may submit a Business License Application either on paper or online. Online applications are usually processed in 2 business days. Save time and apply online at <http://bls.dor.wa.gov>. Your Business License, which will list all your approved licenses and registrations, should be mailed to you within approximately two weeks.

If any of the licenses or registrations you request must be renewed, BLS will send you a reminder notice to renew. Examples of renewing licenses relevant to agriculture include the Pesticide Dealer (\$67/year) and Bulk Fertilizer Distributor (\$25/year). Save time and renew online at <http://bls.dor.wa.gov>.

## Getting Licensed as a Pesticide Dealer or Bulk Fertilizer Distributor

### What does the law require?

Pesticide law requires a business that distributes any non-home & garden pesticide, including those located outside of Washington State, to be licensed as a Pesticide Dealer. This license, which is an addendum to the Business License, is obtained through the Business Licensing Service. It carries a \$67 fee and cannot be issued until the dealership identifies an employee that carries a current Washington State Department of Agriculture (WSDA) Dealer Manager license. Note: The requirement to employ a WSDA-licensed Dealer Manager does not apply to out-of-state Pesticide Dealers.

Fertilizer law requires anyone that distributes bulk fertilizer to obtain a license for each facility distributing in or into the state. The Bulk Fertilizer License is an annual \$25 endorsement to the Business License and should be filed with BLS by completing a Business License Application.

### What forms do I need for a Pesticide Dealer license?

You will need to complete a Business License Application and an Agricultural Addendum. The Business License Application is available at <http://bls.dor.wa.gov/file.aspx> and the Agricultural Addendum is at <http://bls.dor.wa.gov/forms/700307.pdf>. When you file online the information from

both forms is collected in one step. You need to submit both forms even if you have previously submitted the Business Application. You will need to supply the name of your employee licensed with WSDA as a Dealer Manager. Note: Out-of state pesticide dealers are exempt from the requirement to employ a licensed Dealer Manager.

### **How do I or one of my employees obtain the Dealer Manager license?**

In order to obtain the Dealer Manager license, you must pass WSDA's Dealer Manager Exam and pay the \$33 fee. For information, go to <http://agr.wa.gov/PestFert/LicensingEd/Licensing.aspx>.

### **What other legal requirements should a Pesticide Dealer be aware of?**

Pesticide dealers must keep records on the distribution of non-home and garden pesticides. For more information on dealer recordkeeping, go to WAC 16-228-1300 of the General Pesticide Rules at <http://apps.leg.wa.gov/WAC/default.aspx?cite=16-228>. In addition, you may only distribute Restricted Use pesticides to properly licensed individuals you have positively identified. For more information, see WAC 16-228-1231(6) of the General Pesticide Rules at the above link.

### **What forms do I need for a Bulk Fertilizer Distributor License?**

You can apply for this as part of your business license application at <http://bls.dor.wa.gov> or under Section 2 of the paper Business License Application. Simply select "Bulk Fertilizer Distributor License" and add the \$25 fee. Be sure to include this fee with your final payment. For more information regarding this license go to <http://agr.wa.gov/PestFert/Fertilizers/BulkDistributionLicense.aspx>.

### **What other legal requirements should a Bulk Fertilizer Distributor be aware of?**

Bulk fertilizer licensees are required to report tonnage semi-annually to WSDA on fertilizer distributed in Washington. For more information, go to <http://agr.wa.gov/PestFert/Fertilizers/TonnageReporting.aspx>.

### **Who can I call if I have questions?**

If you have questions about the application process, call BLS at (800) 451-7985. For questions regarding Bulk Fertilizer licensing, contact WSDA's Registration staff at (360) 902-2025. If you have questions about Dealer Manager licensing, contact WSDA's Pesticide Licensing staff at (877) 301-4555. Questions regarding recordkeeping or distribution of restricted use pesticides can be directed to Pesticide Compliance by calling (877) 301-4555 and selecting the menu option for Compliance.

### **Other Business Related Licenses Administered by WSDA**

Businesses that commercially apply pesticides must be licensed as Commercial Applicators. For more information, go to <http://agr.wa.gov/PestFert/LicensingEd/CaSpiInfo.aspx>. Businesses that perform structural pest inspections must have a Structural Pest Inspector Company License. For more information, go to [http://agr.wa.gov/PestFert/LicensingEd/CaSpiInfo.aspx#Structural\\_Pest\\_Inspectors](http://agr.wa.gov/PestFert/LicensingEd/CaSpiInfo.aspx#Structural_Pest_Inspectors).

A Commercial Feed License is required for anyone who (a) manufactures a commercial feed; (b) distributes a commercial feed; or (c) whose name appears on a commercial feed label as guarantor. A license for each facility must be obtained before distributing by completing a Commercial Feed License Application Form 4273. For more information, go to <http://agr.wa.gov/FoodAnimal/AnimalFeed/default.aspx> or call (360) 902-1942.

*Inquiries regarding availability of this publication in alternate formats should be directed to WSDA at (360) 902-2015 or Telecommunication Device for the Deaf at (360) 902-1996.*