



STATE OF WASHINGTON  
DEPARTMENT OF AGRICULTURE  
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## Registering Your Business

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

If you are starting a new business, a good place to begin is at the BLS webpage at <http://bls.dor.wa.gov/>. There you will find information about what you need to do 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 sheet includes information on the types of licenses you need along with contact information. You will also have the opportunity to download forms or request to have them sent to you by fax or mail.

You can submit a Business License Application either on paper or online (for most types of licenses). BLS processes applications quickly after they receive them. 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 renewal notice listing them and the required fees when the expiration date is near. Examples of renewing licenses relevant to agriculture include the Pesticide Dealer (\$67/yr) and Bulk Fertilizer Distributor (\$25/yr).

## 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 to be licensed as a Pesticide Dealer. This license, which is an addendum to the Business License, is obtained through DOR's 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.

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 DOR 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 at <http://bls.dor.wa.gov/forms/700307.pdf>. 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.

### **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://agr.wa.gov/PestFert/Pesticides/docs/GenRulesWFrms.pdf>. 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(7) 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 license under Section 2 of the Business License Application. Simply write in "Bulk Fertilizer Distributor License" and the \$25 fee. Be sure to include this fee with your final payment.

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

#### Tonnage

Bulk fertilizer licensees are required to report tonnage semi-annually to WSDA on fertilizer distributed in Washington.

#### Customer-Formula Fertilizer

Companies who plan to mix customer-formula fertilizers must first register the brands under which they intend to distribute the customer-formula fertilizer with WSDA. All customer-formula fertilizers must be distributed with proper labeling. For information regarding registering products go to: <http://agr.wa.gov/PestFert/Fertilizers/ProductRegistration.aspx>.

Customer-formula fertilizer means a mixture of commercial fertilizer or materials of which each batch is mixed according to the specifications of the final purchaser.

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

If you have a question on the Business License or Pesticide Dealer licenses, contact DOR at (800) 451-7985. For questions regarding a Bulk Fertilizer License contact WSDA at (360) 902-2080. If you have questions about Dealer Manager licensing, contact WSDA's Pesticide Licensing staff toll free 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 any one who (a) manufacturers 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) 902-2080.

*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.*