



## TEMPORARY & GENERAL STARLITE SWAP MEET BUSINESS LICENSE APPLICATION REQUIREMENTS

1. **Apply for your Washington State Business License:**
  - a. Online at [www.bls.dor.wa.gov](http://www.bls.dor.wa.gov) or
  - b. In person at the Department of Revenue located at 3315 S 23<sup>rd</sup> Street, Tacoma, WA;
  - c. Once applied, it may take up to 10 days for your license to be verifiable online at: <http://dor.wa.gov/content/doingbusiness/registermybusiness/brd/>;
  - d. We **cannot** issue a City of Lakewood business license without verifying that you have an open/current Washington State Business License. Please check the link in number "c." above before coming to City Hall to apply for a city business license.
  
2. **Go to Starlite Swap Meet and obtain the following documents (as shown in examples below):**
  - a. Site map, indicating Row/Stall you will be located at in the Swap Meet;
  - b. Notarized Property Owner Statement/document for Temporary Business Licenses;
  - c. Retail Sales Tax yellow sheet indicating the date you will begin sales at the swap meet, the row and space that you will vending from.
  
3. **Apply for your City of Lakewood business license (Temporary or General):**
  - a. Download and fill-in the appropriate application which can be found on our City website by clicking on the "[Business License Applications](#)" page of the [Business Licensing page](#) under Community Development. If you are an outdoor vendor, you will fill-in the [Temporary Business License Application](#). If you are an indoor vendor located inside of the large white building, you will fill-in the [General Business License Application](#);
  - b. Bring your application in person to City Hall at 6000 Main St SW, Lakewood, WA 98499;
  - c. Provide us with your UBI # (verifiable online), the above documentation from the Swap Meet, and \$60.00 for your business license. You will also need to bring your valid government issued ID for application submittal;
  - d. Temporary (outdoor vendor) & General (indoor - white building) business license applications **are only accepted in person at City Hall, 2nd floor Permit Counter from 9:00am - 1:00pm;**
  - e. Your City of Lakewood temporary/general business license will not be ready for pick-up until 4:00pm of the same day you apply.

STARLITE SWAP MEET  
8327 S TACOMA WAY  
LAKEWOOD WA 98499

REG 01-15-2016 02:26 PM  
C01 MC#01 089964

1 SAT FULL SPACE \$21.00  
1 SUN FULL SPACE \$21.00  
TL \$42.00  
CASH \$42.00

Sunday  
Star Lite Swap Meet  
Row 5  
14  
SAT  
Star Lite Swap Meet  
Row 5  
Space 14

RCW 5  
SPACE 14

ea Market Type Sales  
Date 1/16-17/16

**MUST have date that sales will begin at swap meet**

- \* No open flames, candles, stoves, torches, etc.
- \* No weapons or accessories of weapons including guns of any kind, ammunition, pellet guns, bb guns, bows & arrows, etc.
- \* The following items may not be sold on Star Lite property at any time: motorized vehicles of any kind, animals, and food products (except produce & canned foods).
- \* Management reserves the right to prohibit the sale of any additional items.
- \* Please do not bring your pets with you. If you do, they MUST remain in your vehicle at all times. The only exception is papered service animals.
- \* We prohibit the selling of counterfeit merchandise. You will be asked to leave if you are caught selling counterfeits.
- \* Displays must be set up in a manner that does not constitute a hazard to the public.
- \* Each seller must clean their space before they leave, and must be out by 5:00pm.
- \* The Star Lite works with local law enforcement to prevent the sale of stolen merchandise. **NO REFUNDS OR RAINCHECKS WILL BE ISSUED.**

State WA  
Year 2000

You must show your tax  
tax on this form but include it as  
Tax Return.

**SAMPLE USE ONLY**

Total \_\_\_\_\_ \$ \_\_\_\_\_  
Enter tax rate x \_\_\_\_\_  
TOTAL Sales Tax Due \$ \_\_\_\_\_

**Wholesale Sales**

I hereby certify that this purchase is for resale:

Tax Registration Number	Firm Name and Authorized Signer	Amount of Purchase
TOTAL Wholesale Sales		

**SAMPLE USE ONLY**

Signature: \_\_\_\_\_

**Important**

**NOTICE TO VENDORS:**  
Pursuant to Revenue Code of Washington 82.32.300 and 82.08.050:  
This report must be completed and turned in with sales tax due the State of Washington at the end of each sale day. In order to receive proper credit, submit your tax payment and report to the operator of these premises and have your copy stamped "Paid".

COPY

PROPERTY OWNER STATEMENT FOR TEMPORARY BUSINESS LICENSE APPLICATION

THE UNDERSIGNED is the owner of that business located at 8327 South Tacoma Way, Lakewood, Washington 98499. This statement is provided in accordance with the City of Lakewood Temporary Business Supplemental Application Form.

1. Method of Trash/Litter Disposal. Trash and litter at the property is to be managed in the following manner: Trash and litter to be collected in the cans and dumpsters located on the property and shown on the attached map.

2. Attached hereto is a map of the premises providing the information required by the Temporary Business License Application.

SIGNED this 17 day of June, 2015.

STARLIGHT SWAP MEET/GARAGE SALE, LLC

By: Hank Bardon, Manager

STATE OF WASHINGTON )
)ss.
COUNTY OF PIERCE )

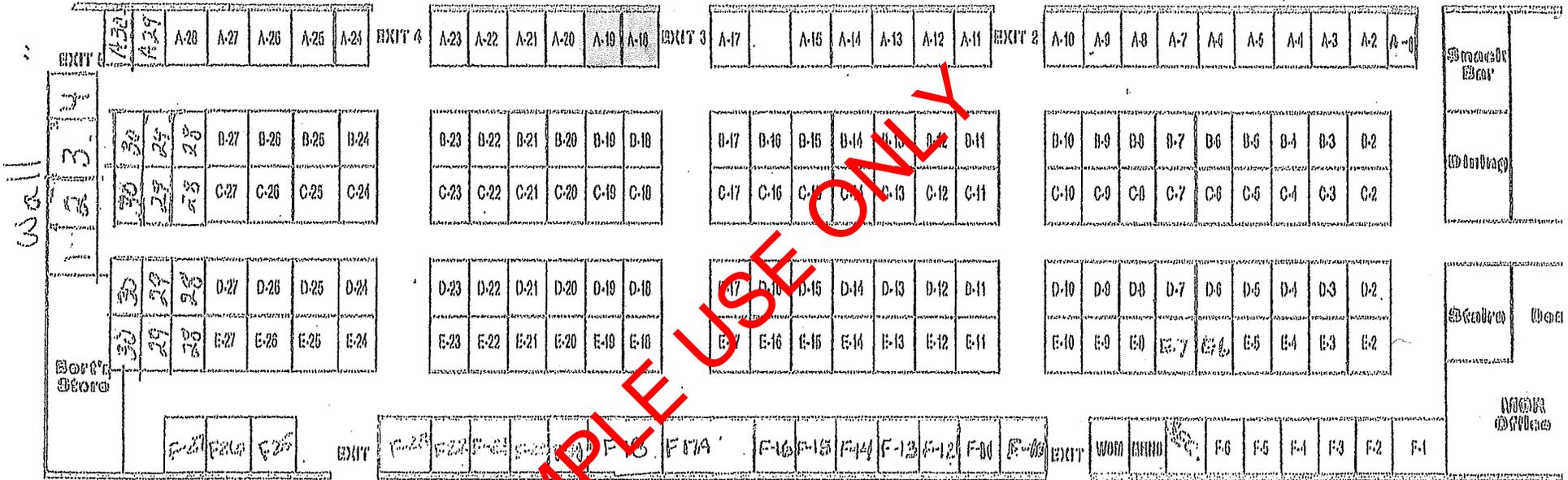
On this 17 day of June, 2015 before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared Hank Bardon, to me known to be the Manager of Starlight Swap Meet/Garage Sale, LLC, the company that executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said company, for the uses and purposes therein mentioned, and on oath stated that she is authorized to execute the said instrument.

WITNESS my hand and official seal hereto affixed the day and year first above written.



Dennis W. Means
Printed Name: Dennis W Means
NOTARY PUBLIC in and for the State of Washington, residing at Pierce County
My commission expires: 03/01/2019

**INSIDE BUILDING SALES = 1 YEAR BLIC**



WEEKEND PLAN LAYOUT

South Tacoma Way

82th Street South

INDOOR SWAP MEET RETAIL  
10 Trash Cans

EXISTING DRIVEWAY

Parcel # 0320312048

Parcel # 0320312044

Parcel # 0320312050

Parcel # 0320312084

EXISTING PARKING

EXISTING BUILDING

EXISTING DRIVEWAY

33rd Ave S.

FOOD COURT #1

FOOD COURT #2

RESTROOMS

FOOD COURT #3

EXISTING PARKING

EXISTING PARKING

EXISTING PARKING

EXISTING DRIVE WAY

EXISTING DRIVE WAY

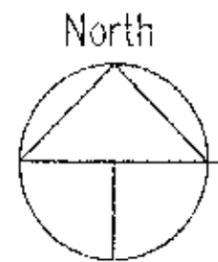
84th Street South

SAMPLE USE ONLY

COPY

5616 REGISTERED ARCHITECT

Fuzzy Mr. Wong  
STATE OF WASHINGTON



SITE PLAN

1" = 100'-0"

LEGEND:

⊗ TRASH CAN  
(TOTAL OF 36 CANS)

