

# BECOMING A RAINWISE CONTRACTOR



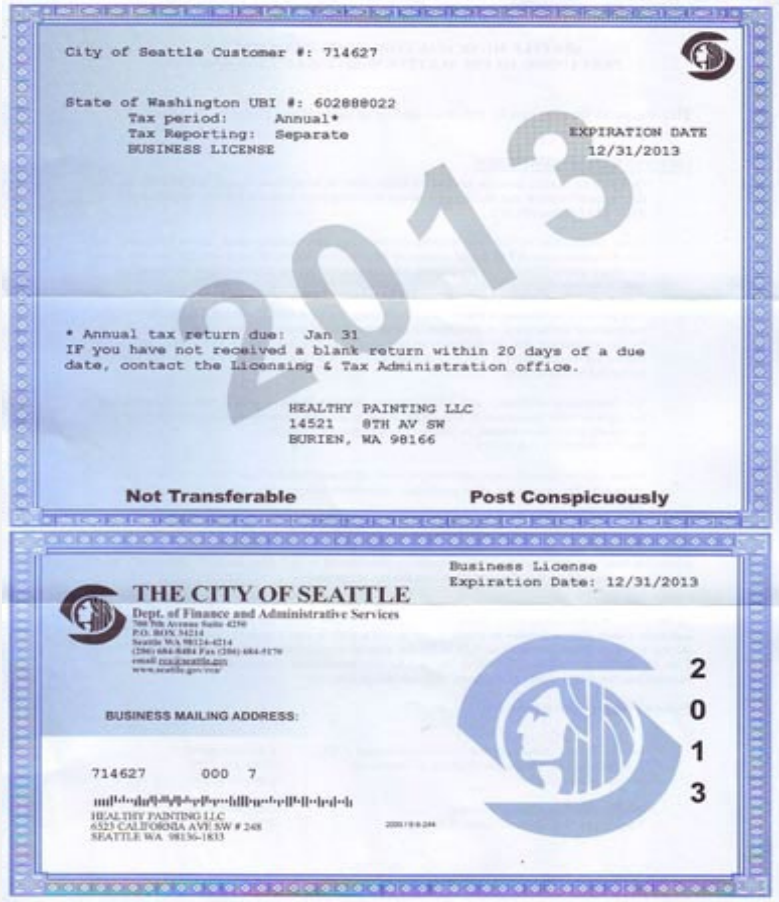
**Tasha Bassett**  
**Seattle Public Utilities**  
**RainWise Program Support**



# BECOMING A RAINWISE CONTRACTOR

1. Attend ALL 3 RainWise Contractor Training sessions
2. Provide proof of City of Seattle Business License and Washington State Contractor License
3. Complete RainWise Contractor Questionnaire Sign-Up
4. Email copies of documents listed above to Tasha Bassett, RainWise program support [Tasha.bassett@seattle.gov](mailto:Tasha.bassett@seattle.gov)

# BECOMING A CONTRACTOR



Seattle.gov  
Mayor Jenny A. Durkan

Search Menu

## Business Licenses and Taxes

Department of Finance and Administrative Services - Calvin W. Goings, Director  
Home / Business License Tax Certificates

### Business License Tax Certificates

Anyone doing business in Seattle must have a Seattle business license tax certificate. In addition to the helpful information on these pages, the Office of Economic Development's [Grow Seattle](#) program offers resources and assistance for starting and growing a business in Seattle.

Apply or renew Who needs one? Annual cost Cancel a license

#### How do I apply/renew?

- **Online** – Apply, renew and manage your [account online](#). You should receive your business license tax certificate in one to two weeks.
- **In person** – Visit the business licensing office on **floor 42** of the Seattle Municipal Tower, 700 Fifth Ave. You can complete an application, pay the fee and in most cases immediately receive your business license tax certificate.
- **By mail** – Download a [Seattle business license tax certificate application](#). Then fill it out and mail it to us along with your payment. You should receive your business license tax certificate in one to six weeks.

#### Lost your license tax certificate?

If you lost or misplaced your business license tax certificate, contact us at 206-684-8484 or [tax@seattle.gov](mailto:tax@seattle.gov). We will mail you another hard copy. Or you can visit us 8 a.m.-5 p.m., Monday-Friday, on the 42nd floor of the Seattle Municipal Tower, 700 Fifth Ave., to get a copy of your business license tax certificate.

Manage your account online

- Business licenses
  - Business license application help
- Business license taxes
- Find a licensed business

[seattle.gov/license-and-tax-administration/business-license-tax-certificates](http://seattle.gov/license-and-tax-administration/business-license-tax-certificates)

# BECOMING A CONTRACTOR

**BUSINESS LICENSE**

STATE OF WASHINGTON

UNIFIED BUSINESS ID#: 500 034 434  
BUSINESS ID#: 1  
LOCATION: 1  
EXPIRES: 09-30-2010

DOMESTIC PROFIT CORPORATION

GRAB N BAG FOOD TO GO, INC.  
GRAB N BAG MARKET  
6543 2ND ST SW  
SPOKANE VALLEY WA 99204

LOTTERY RETAILER  
TAX REGISTRATION  
SHOPKEEPER  
SPIRITS RETAILER #123456

INDUSTRIAL INSURANCE  
CIGARETTE RETAILER  
UNEMPLOYMENT INSURANCE

REGISTERED TRADE NAMES:  
GRAB N BAG MARKET

DUTIES OF MINORS:  
BAGGING GROCERIES/COLLECTING CARTS

**SAMPLE**

This document lists the registrations, endorsements, and licenses authorized for the business named above. By accepting this document, the licensee certifies the information on the application was complete, true, and accurate to the best of his or her knowledge, and that business will be conducted in compliance with all applicable Washington state, county, and city regulations.

*Brad Flaherty*  
Director, Department of Revenue

STATE OF WASHINGTON DEPARTMENT OF REVENUE

500 034 434 1 1 01-31-11

GRAB N BAG FOOD TO GO, INC.  
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SHOPKEEPER  
UNEMPLOYMENT INSURANCE

DUTIES OF MINORS:  
BAGGING GROCERIES/COLLECTING CARTS

PERMIT TO PURCHASE SPIRITS,  
SPIRITS DISTILLERS, AND SPIRITS  
DISTRIBUTORS' LICENSE  
WHOSE NAME APPEARS ON THIS  
PERMIT OR THIS LICENSE

IS AUTHORIZED TO PURCHASE  
SPIRITUOUS LIQUOR FROM YOU AS  
PROVIDED BY WASHINGTON  
STATE LIQUOR RCW 66.24.055  
AND RCW 66.2.

**Tear-off portion**

*Brad Flaherty*  
Director, Department of Revenue

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Business License Tax Certificat... Get licensing contact info a... x

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My DOR Login

State of Washington  
**Business Licensing Service**

Home | Start your business | Change or update your business information | How to renew your license

**Start a business**

- Plan your business
- Get endorsement contact info and forms**
- Create your business structure
- Apply for a state business license
- Hire employees
- Specialty endorsements
- City and County endorsements
- Frequently asked questions
- Next steps

**Change or update your business**

**Renew your license**

**Get licensing contact info and forms**

**Customized information**

You can get a customized Business Licensing Wizard guide sheet just by telling us some information about the business you're starting (for example, restaurant in Seattle). The guide sheet will include:

- A list of licenses you may need
- Contacts for business licensing requirements
- Forms to start your business

**How to get your guide**

To find out what licenses you need, use the [Business Licensing Wizard](#).

**See also:**

- [State tax registration](#)
- [Industrial insurance](#) (workers' compensation)
- [Unemployment insurance](#)
- [Trade name registration](#)
- [What are my next steps?](#)

<http://bls.dor.wa.gov/licensing.aspx>

# PARTICIPATION CRITERIA

1. Abide by RainWise best practices (Design Details adhered to, do not miss inspections, customer service, etc.)
2. New Contractors: Perform one successful installation in your first year
3. Existing Contractors: Perform one successful installation every two years

# BEST PRACTICES INCLUDE BUT NOT LIMITED TO

1. Failure to show for pre/post inspections
2. Failure to use program design standards
3. Failure to consistently submit correct rebate paperwork
4. Consistent unresolved complaints from RainWise customers
5. Any aggressive, confrontational, or threatening behavior towards inspectors or RainWise staff

# NEXT STEPS

1. Gather all your onboarding documents and email to [tasha.bassett@seattle.gov](mailto:tasha.bassett@seattle.gov)
2. Search for clients. Please feel free to ask RainWise for support.
3. Once found client, work with client on specifics for the installation.
4. Prepare Pre-inspection paperwork.
5. **BEFORE** project starts - Request pre-inspection at [inspectionrequest@seattle.gov](mailto:inspectionrequest@seattle.gov)
6. Construct installation.
7. Request a post-inspection and get copy of passed inspection. Must pass post-inspection in order to get rebate.
8. Turn in rebate paperwork to [rainwise@seattle.gov](mailto:rainwise@seattle.gov)
9. Receive rebate check, 6-8 weeks.

