

## Business / Tax License Department's Check List for Business

### Application Requirements

Dear Business Owner(s):

The Business/Tax License Department received your business application. In order to process your application this office requires the following:

#### HAVE

#### NEDED

#### DOCUMENTATION:

- \_\_\_\_\_ Completed Application
- \_\_\_\_\_ Business Plan
- \_\_\_\_\_ Proof of Legal Ownership (Title Status Report)
- \_\_\_\_\_ Proof of Consent of Co-Owners
- \_\_\_\_\_ Proof of Lease from B.I.A.
- \_\_\_\_\_ Proof of Insurance (Annual Updated)
- \_\_\_\_\_ Proof of State Liquor License
- \_\_\_\_\_ Investigation Background Check for Employees
- \_\_\_\_\_ Information of Total Gross Sales (Prior Year/ Exemption of the Cigarette Licensing Co.)
- \_\_\_\_\_ Proof of Food Handler's Permit
- \_\_\_\_\_ Other

#### COMPLIANCE WITH ADOPTED PUYALLUP TRIBAL REGULATIONS:

- \_\_\_\_\_ Permits from Land Use (Andrew Strobel)
- \_\_\_\_\_ Permits from Land Use – Occupancy Permit (Dan Kain) -
- \_\_\_\_\_ TSR – Title Status Report (Angela Tate)
- \_\_\_\_\_ Law Office (Felecia Shue, Lois Boome, or Sam Stiltner)
- \_\_\_\_\_ Law Enforcement (Joe Duenas)
- \_\_\_\_\_ E.P.A. (Russ Ladley)
- \_\_\_\_\_ Other

#### PROOF OF PAYMENT FOR TAXES/LICENSE FEES:

- \_\_\_\_\_ Proof of Taxes
- \_\_\_\_\_ Proof of Payment for Business License Fees
- \_\_\_\_\_ Proof of Payment for Liquor License Fees
- \_\_\_\_\_ Accounting Records