

## GETTING STARTED CHECKLIST

- Business plan
- Determine financing & start-up costs
- Determine business structure
- Research and choose company name
- Create and register your business structure
- Verify zoning
- Obtain Washington State Business License, local licenses or any required permits
- Obtain any additional licenses
- (health district, liquor licenses, contractors, or other professional requirements)

For Small Business Assistance  
And other resources, call  
City Hall-509-673-3162  
Your local SCORE office  
Or visit  
[www.YakimaValley.biz](http://www.YakimaValley.biz)

## Tieton Fast Facts

Population estimate 1,305

- The city of Tieton is a quaint little village located 16 miles west of Yakima, surrounded by mountains and fruit orchards.
- It is three hours to Seattle and Portland, and three and a half to Spokane.
- Tieton is home to a unique artists incubator community called [Mighty Tieton](#).

## Informacion En Espanol

Yakima County Development Assoc.  
[www.yakimavalley.biz](http://www.yakimavalley.biz)

Rural Community Development Assoc.  
& Center for Latino Farmers  
[www.RCDR.biz](http://www.RCDR.biz)

Small Business Development Center:  
[www.wsfdc.org/Spanish-resources](http://www.wsfdc.org/Spanish-resources)

SCORE (free business counseling)  
[www.score.org/enespanol](http://www.score.org/enespanol)

SBA: <http://www.sba.gov>

# Welcome to the City of Tieton

[www.cityoftieton](http://www.cityoftieton)

509-673-3162

## QUICK REFERENCE BUSINESS RESOURCE GUIDE

FOR

TIETON, WASHINGTON



# Quick Guide to Doing Business in Washington State

## Are you thinking about starting a business?

- Are you an entrepreneur? Online self-assessment at SCORE (6).
- Writing a business plan will help guide you and assist you in financial preparations. Need help? Call YCDA (4) or your local SCORE Office (6) to get started.
- How will you finance the business?  
Determine how you will finance and how much money you will need.

See table at right for phone numbers and websites, listed by ID number

## Before you start:

- Determine Business type: LLC, Partnership, Sole Proprietorship, Corporation, etc.
- Register with Secretary of State (if required)
- Get your Federal ID Number (also called Taxpayer ID number). (13)
- Determine your business location and check with the City (1) or County (8) to make sure it is zoned properly and allowed. *This is VERY important if you are a home-based business!*

## Getting Licensed in Washington State (12)

- Check to see if you need to register your business with Washington State.
- Trade Name Register and Search (Does someone already have the name you want?) (14)
- Apply for a State Business License—Online <http://bls.dor.wa.gov/file.aspx> (12)
- **IMPORTANT:** You need to check with each city you will be doing business in to find out about licensing requirements in addition to the state license.
- Additional licenses – Some professions require additional licenses. If you plan to sell, serve or produce alcoholic beverages, you need to work with the Liquor & Cannabis Board (15)
- If you are a contractor, you need to register with Labor and Industries (13).
- Food related businesses have a special requirements, contact the County Health District (9) FIRST!
- To license in the City of Tieton <http://dor.wa.gov/manage-business/city-license-endorsements/tieton>

## Understanding Regulatory & Business Tax Requirements

- Internal Revenue Service (Income, Social Security & Federal Unemployment Taxes, Medicare). [www.irs.gov](http://www.irs.gov)
- Washington Department of Revenue (14) (Business & Occupation, sales & other taxes).
- Washington Department of Labor & Industries (13) (contractor licensing, worker’s compensation, wage and hour laws).
- WA Employment Security Department (unemployment tax). [www.esd.wa.gov](http://www.esd.wa.gov)

Need Help? If you are not sure where to start, please call us today!

ID	Phone	Quick Reference Contacts
1	509-673-3162	City of Tieton <a href="http://www.cityoftieton.com">www.cityoftieton.com</a>
		Mighty Tieton <a href="http://www.mightytieton.com">www.mightytieton.com</a>
2	509-494-2009	Yakima County Development Association (YCDA) <a href="http://www.ycda.com">www.ycda.com</a>
		Small Business Development Association <a href="http://www.wsdbc.org">www.wsdbc.org</a>
3	509-575-1140	SCORE (Business Counseling)* <a href="http://www.score.org">www.score.org</a>
		Small Business Administration* <a href="http://www.sba.gov">www.sba.gov</a>
4	509-454-7612	Yakima County <a href="http://www.yakimacounty.us">www.yakimacounty.us</a>
		Yakima County Planning Department <a href="http://www.yakimacounty.us/planning">www.yakimacounty.us/planning</a>
5	877-575-9941 509-248-2021	Yakima County Health District <a href="http://www.yakimahealthdistrict.org">www.yakimahealthdistrict.org</a>
		Rural Community Development Resources*, Center for Latino Farmers* <a href="http://www.rcdr.biz">www.rcdr.biz</a>
6	800-827-5722	Washington State Resources <a href="http://access.wa.gov">http://access.wa.gov</a>
		Business License Service <a href="http://dor.wa.gov/open-business/apply-business-license">http://dor.wa.gov/open-business/apply-business-license</a>
7	800-572-7354	Labor & Industries <a href="http://www.lni.wa.gov">www.lni.wa.gov</a>
		WA Department of Revenue (Yakima) <a href="http://dor.wa.gov">http://dor.wa.gov</a>
8	800-573-7354	Liquor Control Board <a href="http://liq.wa.gov">http://liq.wa.gov</a>
9	509-249-6505	
10	509-453-5133	
11	509-454-5160	
12	360-705-6741	
13	800-354-5423	
14	509-454-5160	
15	360-664-1600	

\*\*Websites En Espanol or with Spanish translation