



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 Master Business Application through the Department of Licensing's Master License Service (MLS).

If you are starting a new business, a good place to begin is to check out MLS's Business Licensing Page at: <http://www.dol.wa.gov/business/>. There you will find information about what you need to do to get your business licensed in Washington. Particularly helpful is the online Business Licensing Guide at: <https://fortress.wa.gov/dol/mls/wali/activity.asp>. By answering some basic questions about your business, a "Guide Sheet" with specific information for your particular business is created that you can print out. The Guide Sheet includes information on the types of licensing you need along with contact information, and allows you to download forms or request to have them sent to you by fax or mail.

You can submit a Master Business Application either on paper or online, however only a few of the licenses from MLS are available through the online application. MLS processes applications quickly after they receive them, and your approved licenses and registrations, all listed on a single document (the Master License), will be in the mail to you usually in about two weeks.

If any of the licenses or registrations you request must be renewed, MLS 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) licenses.

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 Master Business License, is obtained through DOL's Master License 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 Master Business License and should be filed with DOL by completing a Master Business License application.

What forms do I need for a Pesticide Dealer license?

You will need to complete a Master Application and an Agricultural Addendum. The Master Application is available at <http://www.dol.wa.gov/forms/700028.html> and the Agricultural Addendum at <http://www.dol.wa.gov/business/pesticidedealer.html>. You need to submit both forms even if you have previously submitted the Master 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.htm>.

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 Master 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.htm>.

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 Master Business or Pesticide Dealer licenses, contact DOL at (360) 664-1400. 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. Use the toll free number above and select the menu option for the Compliance program.

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.htm>. 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.htm#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.htm> 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.