



Five-City License and Tax Portal Feasibility Study Appendices



PROJECTCORPS™

License and Tax Discovery Project
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Five-City License and Tax Portal Feasibility Study Appendices

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Appendix A

License Registration and Tax Collection Portal High-Level Business Requirements

SCOPE

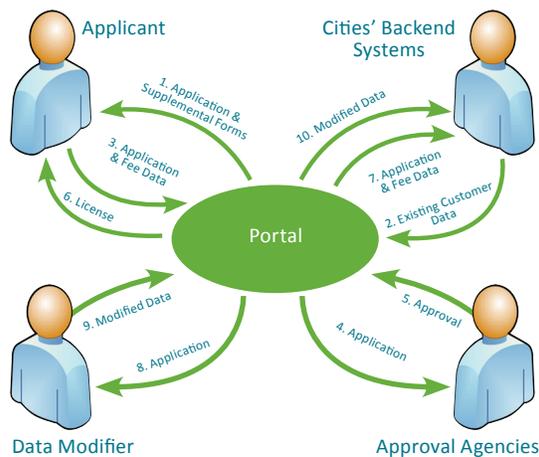
Portal will support three key business processes and corresponding process types:

1. General Business License
 - a. New License
 - b. License Renewal
 - c. Data Modification
2. Regulatory License
 - a. New License
 - b. License Renewal
 - c. Data Modification
3. Tax Filing and Payment

FUNCTIONAL BUSINESS REQUIREMENTS

ID	Description
0	General
0-1	Will allow customers to select those functions they need to perform
0-2	Will allow the customers to select a combination of cities with which they intend to interact and then be exposed only to those forms, data fields, and tasks required for the chosen cities
0-3	Will enable back office operations of tracking tax payments, license payments, and reporting
0-4	Will enable real-time upload of downstream system data
0-5	Will enable download of data to downstream system(s)
0-6	Will enable addition of other cities to take advantage of the functionality
0-7	Will enable access by common browsers
0-8	Will protect stored data
0-9	Will protect data input tasks
0-10	Will enable the sending of emails with questions for support for each of the processes
0-11	Will enable electronic signature
0-12	Will enable unique identification of the applicant or tax filer (people)
0-13	Will enable unique identification of the business (legal entity) applying for licenses or filing tax

GBL NEW, RENEWAL, DATA MODIFICATION



ID	Description
1,2	Applicant logs in, decides what city to apply for or to re-new license, and reviews prepopulated application form with data from the city's backend system
3	Applicant completes the application form for the business and pays the required fees
4,5	Application is sent to approval agencies who review and approve
6	Applicant is issued license for the business
7	Application and payment data are sent to cities' backend systems
8,9	Changes occurred after the license has been issued, the applicant goes on line and update the data
10	Modified data is sent to cities' backend systems

1a	General Business License (GBL) - New License
1a-1	Will enable the applicant to apply for new license for any of the five cities
1a-2	Will enable the applicant to apply for new licenses for any combination of the five cities at the same application session
1a-3	Will provide reporting of the businesses that operate across any combination of the five cities

FUNCTIONAL BUSINESS REQUIREMENTS continued

1a-4	Will automatically populate the same data fields within the screen application form, across multiple cities' applications, if the data for the data fields have been inputted previously via the portal or are available through each city's backend system
1a-5	Will call out fields on the screen application forms, for the intended cities, that require data from the applicant
1a-6	Will call out missing data on the required data field on the screen application form and ensure data are inputted, before allowing the applicant to move on to the next screen of the application process
1a-7	Will allow the applicant to leave the application session and continue to the same screen location when applicant returns to continue the application process
1a-8	Will enable the flow of the application data to the corresponding city's back end system
1a-9	Will enable the payment of license application fee via same set of credit card types agreed to by the cities
1a-10	Will enable the payment of multiple application (applying to more than one city) fees through processing one summary charge to one or multiple credit cards. Payment must be in full
1a-11	Will enable the flow of license application payment data to the corresponding city's backend system
1a-12	Will enable the printing of GBLs
1a-13	Will enable the forwarding of images of GBLs to applicant's email address
1a-14	Will enable the forwarding of each image of the GBLs applied for all in one email to applicant's email address
1a-15	Will enable online access to the stored GBL images
1a-16	Will inform applicant during the application process that their application has been sent for required agencies' approval and how long the review process might take for cities that required other agencies (e.g. zoning) approval before issuing the GBL
1b	General Business License-License Renewal
1b-1	Will send calendar-year based email reminder, to customers who do business in the cities where GBL renewal is required to renew the GBL a month before the renewal date and two weeks before the renewal date (if the applicant has not renewed yet)
1b-2	Will enable the applicant to apply for license renewal for any of the required cities
1b-3	Will enable the applicant to apply for license renewal for any combination of the required cities at the same time
1b-4	Will automatically populate the same data fields within the screen application form, across multiple cities' applications, if the data for the data fields have been inputted previously via the portal or available from each city's backend system
1b-5	Will call out fields on the screen renewal forms, for the intended cities, that require data from the applicant
1b-6	Will call out missing data on the required data field on the screen renewal form and ensure data are inputted, before allowing the applicant to move on to the next screen of the application process
1b-7	Will allow the applicant to leave the renewal session and continue at the same screen location when applicant returns to continue the renewal process
1b-8	Will enable the flow of the application data to the corresponding city's back end system
1b-9	Will enable the applicant to update existing online data
1b-10	Will send an email informing the customer of data changes(s) and what data changed
1b-11	Will enable the payment for GBL renewal fee via the same set of credit card types agreed to by the cities
1b-12	Will enable the payment of multiple renewal fees, resulted from applying to more than one city, through processing one summary charge to a credit card. Payment must be in full.
1b-13	Will enable the flow of payment data to the corresponding city's backend system
1b-14	Will enable the print of renewed GBLs
1b-15	Will enable the forwarding of images of the renewed GBLs to applicant's email address
1b-16	Will enable the forwarding of each image of the renewed GBLs applied for in one email to applicant's email address
1b-17	Will enable online access to the stored renewed GBL images
1b-18	Will inform applicant during the application process that their application has been sent to required agencies' approval and how long the review process will take for cities that required other agencies (e.g. zoning) approval before issuing the renewed GBL

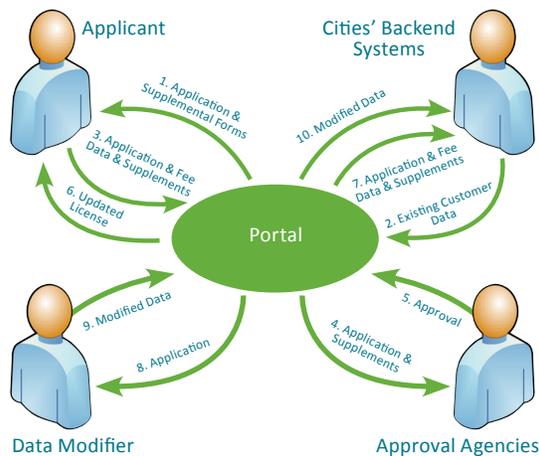
Appendix A

License Registration and Tax Collection Portal High-Level Business Requirements

FUNCTIONAL BUSINESS REQUIREMENTS continued

1c	General Business License-Data Modification
1c-1	Will enable the customers to update online data for all cities that they do business with
1c-2	Will send an email informing the customer of data change(s) and what data changed
1c-3	Will enable online printing of an updated license, if data modified required a license to reflect the new modified data
1c-4	Will send updated data to each city's backend system

REGULATORY LICENSE NEW, RENEWAL, DATA MODIFICATION



ID	Description
1,2	Applicant logs in, decides what city to apply for or to renew license, and reviews prepopulated application and supplemental forms with data from the city's backend system
3	Applicant completes the application and supplemental forms for the business and pays the required fees
4,5	Application and supplemental forms are sent to approval agencies who review, approve, and provide the needed supplements
6	Applicant is issued license for the business
7	Application and payment data are sent to cities' backend systems
8,9	Changes occurred after the license has been issued, the applicant goes on line and update the data
10	Modified data is sent to cities' backend systems

2a	Regulatory License-New License
2a-1	Will inform the applicant that a current GBL is a prerequisite for applying for any available regulatory license in that city, and then direct the applicant to apply for GBL
2a-2	Will enable the applicant to apply for available new regulatory license for any of the five cities
2a-3	Will enable the applicant to apply for available new regulatory license for any combination of the five cities at the same session
2a-4	Will direct and enable the applicant to complete only the additional required form(s) for each type of regulatory license for that city
2a-5	Will automatically populate the same data fields within the screen application form, across multiple cities applications, if the data for the data fields have been inputted previously via the portal
2a-6	Will provide reporting of the regulatory businesses that operate across any combination of the five cities
2a-7	Will inform applicant during the application process that their application will be sent for required agencies' approval, how long each agency's review/ approval will take, and other required forms and supplements for regulatory license applied, for cities that required other agencies (e.g., City Planning) approval before issuing the regulatory license
2a-9	Will store required supplements (e.g., floor plan) received
2a-10	Will enable applicant to view the tracking of approval and supplements received
2a-22	Will enable the forwarding of an image of the regulatory license to applicant's email address
2a-13	Will enable the forwarding of each image of regulatory licenses applied for, all in one email to applicant's email address
2a-14	Will enable online access to the stored regulatory license images
2a-15	Will call out fields on the screen application forms, for the intended cities, that require data from the applicant
2a-16	Will call out missing data on the required data field on the screen application form and ensure data are inputted, before allowing the applicant to move on to the next screen of the application process
2a-17	Will allow the applicant to leave the application session and continue to the same screen location when applicant returns to continue the application process

FUNCTIONAL BUSINESS REQUIREMENTS continued

2a	Regulatory License-New License
2a-18	Will enable the flow of the application data to the corresponding city's back end system
2a-19	Will enable applicant to pay license application fee via same set of credit card types agreed to by the cities
2a-20	Will enable applicant to pay for multiple application fees (applying to more than one city) by processing one summary charge to a credit card. Payment must be in full
2a-21	Will enable the flow of payment data to the corresponding city's backend system
2b	Regulatory License-Renewal
2b-1	Will send anniversary-date based email reminder, to customers who do business in cities' where regulatory license renewal is required, to renew the regulatory license a month before the renewal date and two weeks before the renewal date (if the applicant has not renewed yet)
2b-2	Will inform the applicant that a current GBL license is a prerequisite for applying for any available regulatory license in that city, and then direct the applicant to apply for GBL license
2b-3	Will be able to renew previously approved regulatory license for any of the five cities
2b-4	Will be able to renew previously approved regulatory license for any combination of the five cities at the same session
2b-5	Will direct and enable the applicant to complete additional required form(s) for each type of renewed regulatory license for that city
2b-6	Will automatically populate the same data fields within the screen application form, and across multiple cities applications, if the data for the data fields have been inputted previously via the portal
2b-7	Will enable the reporting of the regulatory businesses that operate across any combination of the five cities
2b-8	Will inform applicant, that for cities that required other agencies (e.g., City Planning) approval before issuing the regulatory license, during the application process that their renewal application will be sent for required agencies' approval, how long each agency's review/ approval will take, and other required forms and supplements for regulatory license renewing
2b-9	Will store required supplements (e.g., floor plan) received as an image
2b-10	Will enable applicant to view tracking of approval and supplements received
2b-11	Will enable the forwarding of each image of the regulatory license applied for all in one email to applicant's email address
2b-12	Will enable online access to the stored regulatory license image(s)
2b-13	Will call out fields on the screen application forms, for the intended cities, that require data from the applicant
2b-14	Will call out missing data on the required data field on the screen application form and ensure data are inputted, before allowing the applicant to move on to the next screen of the application process
2b-15	Will allow the applicant to leave the application session and continue to the same screen location when returned to continue the application process
2b-16	Will enable the flow of the application data to the corresponding city's back end system
2b-17	Will enable the applicant to pay license application fee via same set of credit card types (e.g., VISA) agreed to by the cities
2b-18	Will enable applicant to pay for multiple application fees (applying to more than one city) by processing one summary charge to a credit card
2b-19	Will enable the flow of payment data to the corresponding city's backend system
2b-20	Will enable the forwarding of an image of the regulatory license to applicant's email address

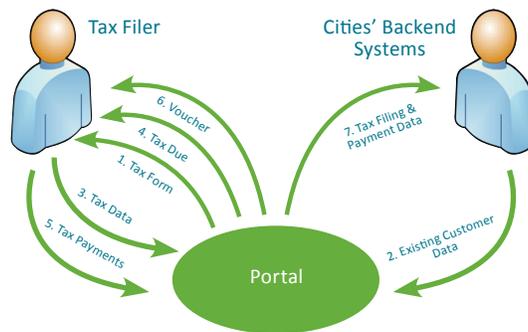
Appendix A

License Registration and Tax Collection Portal High-Level Business Requirements

FUNCTIONAL BUSINESS REQUIREMENTS *continued*

2c	Regulatory License-Data Modification
2c-1	Will enable the customers to update online data for all cities that they do business with
2c-2	Will send an email informing the customer of data change(s) and what data changed
2c-3	Will enable online printing of a regulatory license, if data modified required a license to reflect the new modified data
2c-4	Will send updated data to each city's backend system

TAX FILING & PAYMENTS



ID	Description
1,2	Tax filer files tax on prepopulated form for the business
3,4	Tax filer provided tax data and the tax due is automatically calculated
5,6	Tax filer can choose to make payment online or print out voucher
7	Tax filing and payment data are sent to cities' backend systems

3	Tax Filing and Payment
3-1	Will send email reminders to customers to online file required B&O and other taxes monthly, quarterly, or annually
3-2	Will send email notice of unfiled returns to customers who have not filed tax return by deadline date
3-3	Will send email notice of "balance due" letter (or notice of underpayment letter) to customers who underpaid their tax dues
3-4	Will enable tax filing for any of the five cities
3-5	Will enable completion of tax filing form for any combination of the five cities at the same session
3-6	Will automatically calculate tax payment due based on numerical data provided by the filer
3-7	Will only surface, during the tax filing input process, the applicable classification, deduction, square-footage, credits, and rate considerations appropriate for the city filing tax for
3-8	Will only allow for paying total tax amount due
3-9	Will enable the payment of tax due via same set of credit card types (e.g., VISA) agreed to by the cities
3-10	Will enable the payment for multiple cities tax filings by processing one summary charge to a credit card
3-11	Will include back taxes due in the total tax amount due
3-12	Will enable the filer to print out tax payment voucher, if the filer choose not to pay taxes by credit card, for each city
3-13	Will allow for 'credit' tax due balance to be used only within the same city that has the balance
3-14	Will retain online tax filing history
3-15	Will allow tax filers to choose between printing or receiving emailed tax filing & payment receipt/confirmation
3-16	Will enable tax filers to print tax filing & payment receipt/confirmation during filing/payment session
3-17	Will enable the emailing of tax filing & payment receipt/confirmation to the tax filers
3-18	Will automatically populate the same data fields within the screen tax filing forms form, across multiple cities tax filing, if the data for the data fields have been inputted previously via the portal
3-19	Will call out fields on the screen tax filing forms, for the intended cities, that require data from the applicant
3-20	Will call out missing data on the required data field on the screen tax filing forms and ensure data are inputted, before allowing the applicant to move on to the next screen of the application process

FUNCTIONAL BUSINESS REQUIREMENTS continued

3	Tax Filing and Payment
3-21	Will allow the applicant to leave the tax filing & payment process and continue to the same screen location when returning to the process
3-22	Will enable the flow of the tax filing data to the corresponding city's back end system
3-23	Will enable the flow of payment data to the corresponding city's backend system

NON-FUNCTIONAL REQUIREMENTS

4	Non-Functional Requirements
4-1	Will be supported by a customer service organization where the personnel are knowledgeable about the five cities' License and Tax Payment processes to be able to handle online chat support channel or email channel
4-2	Will be supported by a technical service organization where the personnel are competent in the portal applications, servers, and network
4-3	Will be supported by a governance process to manage change requests from different cities, provide funding, and expanding capabilities and usage.
4-4	Will be hosted in an agreed location

Appendix A

License Registration and Tax Collection Portal High-Level Business Requirements

DECISIONS

The following are the decisions made by the team during the facilitated sessions:

General Business Licenses	
License (Registration) Document	<ul style="list-style-type: none">All cities prefer ability to print (a certificate with number) online
Email Address	<ul style="list-style-type: none">All cities want to capture email address
Business URL (Internet address)	<ul style="list-style-type: none">All cities want to capture business internet address
Previous Business License	<ul style="list-style-type: none">All cities want to capture previous business license number
NAICS Code	<ul style="list-style-type: none">All cities want to capture NAICS code
Business Located in City	<ul style="list-style-type: none">Derive whether the business is located within the city from the address
Business Types	<ul style="list-style-type: none">Provide self-defining lists to flag needed additional licenses and tax structures
Business and Mailing Addresses	<ul style="list-style-type: none">Provide the capability to enter multiple addresses and an address type for each
Telephone Numbers	<ul style="list-style-type: none">Provide the capability to enter multiple telephone numbers and a telephone number type for each
Modifications	<ul style="list-style-type: none">Provide the ability to change any material field; individual city business rules need to be defined.
Communications	<ul style="list-style-type: none">Email is the preferred method for reminders and other communications to customers.
Renewals	<ul style="list-style-type: none">Provide the ability to change any relevant information at renewal time.
TAXES	
Statement Balance	<ul style="list-style-type: none">Provide information of any credit balance or payment past dueProvide last payment date and amountProvide ability to access past returns that were filed online.
Filing Periods	<ul style="list-style-type: none">Review the ability to synchronize filing times across the cities.
Filing Methods	<ul style="list-style-type: none">File online, payment optional; full or partial when payingIf filing online, the payment is optional.<ul style="list-style-type: none">Full payment only when paying onlineIf partial payment is to be made:<ul style="list-style-type: none">Manual payment is requiredA voucher will be printed for each cityA check is required for each city
Credits	<ul style="list-style-type: none">Allow credit to be used within the same city.

ARCHITECTURE AND TECHNOLOGY COMPONENTS

The following table outlines the components of the recommended solution. For each component, the functions and capabilities performed by each component are detailed. For the middleware component, two viable alternative architectures are outlined. The professional services component lists the major activities required.

Component	Function
Customer Interaction Hub	<ul style="list-style-type: none"> Track customer information across cities and interaction methods as well as all interactions and statuses (case base): <ul style="list-style-type: none"> activities of different media types—email, chat, phone, fax, self-service sessions, etc. can be part of the same case Knowledge Base to support business rules for transaction logic and customer help. Analytics and reporting for trends and improvement opportunities.
Web Self-Service	<ul style="list-style-type: none"> Templates that match the look and feel of self-service pages to the rest of the web site and the brand Context-aware escalations to assisted service Contextual widgets for the desktop, webtop and mobile devices Brand-aligned avatar interfaces Keyword and intent-based search Natural language search with optional avatar interface Topic tree browsing Guided help, powered by Case-Based Reasoning (CBR) Content federation: Federated search across web site, contact center, enterprise, community and social content All access methods behind single search box Relevance-ranked presentation of search results Ability to hop across search methods to find the answer (for instance, from topic-tree browsing to guided help)
Process Automation	<ul style="list-style-type: none"> Workflow Automated parameter-driven notifications Mass email messages Email management for automated routing and classification of email correspondence
Middleware	<ul style="list-style-type: none"> Decouples complex integration logic from each application providing consistency in connectivity across point-to-point infrastructure diversity Removes the data movement and storage logic from the application Integrate virtually anything; support for more than 80 platform configurations Pre-built adapters (SAP) Windows, Web, Java, Mainframe Applications Any application or service with standard interfaces such as Web Services, JMS or MQ-Series Closed, custom-developed applications with no APIs or integration points Secure Sockets Layer (SSL) for authentication, message integrity checking and encryption for data sent over the Internet Universal service delivery and the single unifying transport <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Dynamically hooks into applications at run time Desktop Integration Works with virtually any application available in a user's environment <ul style="list-style-type: none"> Windows, web, Java, Mainframe Applications Any application or service with standard interfaces such as Web Services, JMS or MQ-Series Closed, custom-developed applications with no APIs or integration points Enterprise applications
Server Infrastructure	<ul style="list-style-type: none"> Servers and network components to support the portal
Professional Services	<ul style="list-style-type: none"> Define business rules in Knowledge Base Create web portal using supplied templates Create Knowledge driven User Interface Configure middleware Create integrations for each city's applications using middleware toolset Create workflows Build and install server infrastructure and components Testing Training Provide Change Management assistance Project Management

Appendix B

As-is & To-be Process

The five cities carry out their License Registration and Tax Filing & Payment processes through a combination of three channels: Mail-In, Walk-In, and On-Line. The As-is Process Table, and the As-is Process TMatrix were created to enable comparison of high level activities among the cities. The To-be Process TMatrix (on-line only) captures processes changes for the target portal environment for the on-line processes. The tables have been reviewed and approved by each city.

AS-IS PROCESS TABLE

Process Classifications				Cities					
Process	License Type	Channel	Pay Mode	Bellevue	Bellingham	Everett	Seattle	Tacoma	
New License	GBL Application	In Person	Cash/Check	X	X	X	X	X	
			Visa	X		X	X		
			MasterCard	X		X	X		
			Amex				X		
		Online	Cash/Check						
			Visa	X				X	
			MasterCard	X				X	
			Amex						
		Electronic Chk						X	
	Mail In	Cash/Check	X	X	X	X	X	X	
		Visa							
		MasterCard							
		Amex							
	Regulatory Application	In Person	Cash/Check	X	X	X	X	X	
			Visa	X		X	X		
			MasterCard	X		X			
			Amex						
Online		Cash/Check							
		Visa							
		MasterCard							
		Amex							
Mail In		Cash/Check	X		X	X	X		
		Visa			X				
		MasterCard			X				
		Amex							
Renew License	GBL Application	In Person	Cash/Check				X	X	
			Visa				X		
			MasterCard				X		
			Amex						
		Online	Cash/Check						
			Visa					X	X
			MasterCard					X	X
			Electronic Chk					X	X
		Amex							
Mail In	Cash/Check					X	X		
	Visa								
	MasterCard								
	Amex								

AS-IS PROCESS TABLE continued

Process Classifications				Cities					
Process	License Type	Channel	Pay Mode	Bellevue	Bellingham	Everett	Seattle	Tacoma	
Renew License (continued)	Regulatory Application	In Person	Cash/Check	X	X	X	X	X	
			Visa	X		X	X		
			MasterCard	X		X	X		
			Amex						
		Online	Cash/Check						
			Visa	X					X
			Electronic Chk						X
			MasterCard	X					X
		Mail In	Cash/Check	X			X	X	X
			Visa				X		
			MasterCard				X		
			Amex						
Data Modification	GBL	In Person		X	X	X	X	X	
		Online		X			X	X	
		Mail In		X	X	X	X	X	
	Regulatory	In Person		X		X	X	X	
		Online		X					
		Mail In		X		X	X	X	
	Account	In Person		X	X		X	X	
		Online		X			X	X	
		Mail In		X	X		X	X	
Completed Tax Form Submission and Tax Payment		In Person	Cash/Check	X	X	X	X	X	
			Visa			X			
			MasterCard			X	X		
			Amex				X		
		Online	Cash/Check					X	
			Electronic Chk					X	X
			Visa						X
			MasterCard				X	X	
		Mail In	Amex				X		
			Cash/Check	X	X	X	X	X	X
			Visa						
			MasterCard						
			Amex						

Appendix B

As-is & To-be Process

AS-IS PROCESS TMATRIX

Components & Elements	Bellevue	Bellingham	Everett	Seattle	Tacoma
License Registration	Y	Y	Y	Y	Y
License Application	Y	Y	Y	Y	Y
New License	Y	Y	Y	Y	Y
Registration Notification Sent	Y (sometime-discovery letter)	N	Y	Y (sometime-discovery letter)	Y (sometime-discovery letter)
Anniversary Vs. Calendar	Anniversary	Calendar	Calendar	Calendar or schedule	Calendar or schedule
UBI #	Y (required)	Y (optional)	Y (optional)	Y (optional)	Y (optional)
License Renewal	Y	Y	Y	Y	Y
License Renewal Notification Sent	Y	N	Y	Y	Y
Anniversary Vs. Calendar	Anniversary	Calendar		Calendar or schedule	Scheduled & calendar
UBI #	Y (required)	Y (optional)	Y (optional)	Y (optional)	Y (optional)
Walk In	Y	Y	Y	Y	Y
Payment With Application Required	Y	Y	Y	Y	Y
Visa	Y	N	Y	Y	N
American Express	N	N	N	N	N
Master Card	Y	N	Y	Y	N
Electronic Check	N	N	N	N	N
Check	Y	Y	Y	Y	Y
Cash	Y	Y	Y	Y	Y
Walk Out With General Business License In Hand	N	N	Y	Y	Y
Walk Out With Regulatory License In Hand	N	Y	N	Y (depends on regulatory activities)	N
City Business License (GBL)	Y	Y	Y	Y	Y
Regulatory (Activity Specific) License	Y	Y	Y	Y	Y
Mail In	Y	Y	Y	Y	Y
Applicable Payment With Application Required	Y	Y	Y	Y	Y
Visa	N	N	Y	N	N
American Express	N	N	N	N	N
Master Card	N	N	Y	N	N
Electronic Check	N	N	N	N	N
Check	Y	Y	Y	Y	Y
Cash	Y	Y	Y	Y	Y
Business License Mailed	Y	Y	Y	Y	Y
Regulatory License Mailed	Y	N	Y	Y	Y
City Business License	N	Y	Y	Y	Y
Regulatory (Activity Specific) License	Y	Y	Y	Y	Y
On Line	N	N	N	Y	Y
Applicable Payment With Application Required	Y	N	N	Y	Y
Visa	Y	N	N	Y	Y
American Express	N	N	N	N	N
Master Card	Y	N	N	Y	Y
Electronic Check	N	N	N	Y	Y
Paypal	N	N	N	N	N
Other	N	N	N	N	N
Pay Back License Fee	N	N	N	Y	Y
Print Out General Business License After Online Session	N	N	N	N	N
Print Out Regulatory License After Online Session	N	N	N	N	N

AS-IS PROCESS TMATRIX continued

Components & Elements	Bellevue	Bellingham	Everett	Seattle	Tacoma
On Line (continued)	N	N	N	Y	Y
State Business License	Y	N	N	N	N
City Business License	N	N	N	Y	N
Regulatory (Activity Specific) License	N	N	N	N	N
Walk In	Y	Y	Y	Y	Y
Payment With Application Required	Y	Y	Y	Y	Y
Visa	Y	N	Y	Y	N
American Express	N	N	N	Y	N
Master Card	Y	N	Y	Y	N
Electronic Check	N	N	N	N	N
Check	Y	Y	Y	Y	Y
Cash	Y	Y	Y	Y	Y
Walk Out With General Business License In Hand	N	N	Y	Y	Y
Walk Out With Regulatory License In Hand	N	Y	N	Y (depends on regulatory activities)	N
City Business License	Y	Y	Y	Y	Y
Regulatory (Activity Specific) License	Y	Y	Y	Y	Y
Mail In	Y	Y	Y	Y	Y
Applicable Payment With Application Required	Y	Y	Y	Y	Y
Visa	N	N	Y	N	N
American Express	N	N	N	N	N
Master Card	N	N	Y	N	N
Electronic Check	N	N	N	N	N
Check	Y	Y	Y	Y	Y
Cash	Y	Y	Y	Y	Y
Business License Mailed	Y	Y	Y	Y	Y
Regulatory License Mailed	Y	Y	Y	Y	Y
City Business License	Y	Y	Y	Y	Y
Regulatory (Activity Specific) License	Y	Y	Y	Y	Y
On Line	Y	N	N	Y	N
Applicable Payment With Application Required	Y	N	N	Y	N
Visa	Y	N	N	Y	N
American Express	N	N	N	Y	N
Master Card	Y	N	N	Y	N
Electronic Check	N	N	N	Y	N
Paypal	N	N	N	N	N
Pay Back License Fee	N	N	N	Y	N
Print Out General Business License After Online Session	N	N	N	Y	N
Print Out Regulatory License After Online Session	N	N	N	Y	N
City Business License	Y	N	N	Y	N
Regulatory (Activity Specific) License	N	N	N	Y	N
Print Out General Business License At The End Of Online Session	N	N	N	N	N
Print Out Regulatory License After Online Session	N	N	N	N	N

Appendix B

As-is & To-be Process

AS-IS PROCESS TMATRIX *continued*

Components & Elements	Bellevue	Bellingham	Everett	Seattle	Tacoma
License Modification	Y	Y	Y	Y	Y
Walk In	Y	Y	Y	Y	Y
Modify Material Data Fields (Cities Need To Define Business Rules)	Y (all data in data dictionary)	Y	Y	Y (all data on the license application)	Y
New License Printed On The Spot (If Data Modification Requires New Printed License)	N	Y	Y	Y	Y
Fee Charged	N	N	N	Y (for some regulatory licenses)	N
Mail In	Y	Y	Y	Y	Y
Modify Material Data Fields (Cities Need To Define Business Rules)	Y (all data in data dictionary)	Y	Y	Y (all data on the license application)	Y
New License Printed On The Spot (If Data Modification Requires New Printed License)	N	Y	Y	Y	Y
Fee Charged	N	N	N	Y (for some regulatory licenses)	N
On Line	N	N	N	Y	Y
Modify Material Data Fields (Cities Need To Define Business Rules)	Y (all data in data dictionary)	N	N	Y (all data on the license application)	Y (but only name and address)
New License Printed On The Spot (If Data Modification Requires New Printed License)	N	N	N	N	N
Fee Charged	N	N	N	N	N
License Grant	Y	Y	Y	Y	Y
License Approval	Y	Y	Y	Y	Y
Approval Criteria Besides Paying Application Fee	Y	Y	N	N	Y
General Business License	Y	N	Y	N	N
Regulatory License	Y	Y	Y	Y	Y
Approval Decision Letter Send	Y (approval and denial for general business licenses and denial only for regulatory licenses)	N	Y	Y (denial letter for regulatory licenses only)	Y (only send lense aka as certificate)
License Issuance	Y	Y	Y	Y	Y
3rd Party License Printing	Y	N	N	Y	N
Individual License Printing On Site	N	Y	Y	Y	Y

AS-IS PROCESS TMATRIX *continued*

Components & Elements	Bellevue	Bellingham	Everett	Seattle	Tacoma
Tax Collection	Y	Y	Y	Y	Y
Tax Filing Notification	Y (tax form with existing account balance)	Y	Y	Y (tax form only)	Y
Notification By Tax Form Frequency (Monthly, Quarterly, Annually)	B&O (quarterly and annually); non filing (annually); other taxes (M/Q/A)	B&O (quarterly, annually, or monthly)	B&O (quarterly and annually)	B&O (quarterly and annually); other taxes (M/Q/A)	B&O (quarterly and annually); other taxes (M/Q)
Tax Obligations # Created	N	N	N	Y	Y
Balance Due Letter (Notice Of Underpayment Letter)	Y (aggregate only)	Y	Y	Y (aggregate or by filing period)	Y
Notice Of Unfiled Return	Y	Y	Y	Y	Y
Audit Assessment Billing	Y	Y	N	Y	Y
Time/Partial Payment Plan Allowed?	Y	Y	N	Y	Y
Tax Filing & Payment	Y	Y	Y	Y	Y
All Licensees File	N	Y	Y	Y	Y
On Line	N	N	N	Y	Y
Set Up A Web Account	N	N	N	Y	Y
Set Up Business Account	N	N	N	Y	N
Complete Tax Form	N	N	N	Y	Y
Determine Payment Due	N	N	N	Y	Y?
Determine Under/Over Payment	N	N	N	N (can only pay the amount due)	Can only pay amount due
Pay Online	N	N	N	Y	Y
Visa	N	N	N	N	Y
Mastercard	N	N	N	Y	Y
American Express	N	N	N	Y	N
Electronic Check	N	N	N	Y	Y
Deferred Payment	N	N	N	Y	N
Print Voucher	N	N	N	Y	N
Provide Confirmation/Receipt	N	N	N	Y	Y
Send Notice Of Taxes Due?	N	N	N	Y	Y
File Return And Pay Back Taxes	N	N	N	Y	Y
Send Refund	N	N	N	Y	N
Retain Online Filing History	N	N	N	Y	Y
Mail Or Walk In	Y	Y	Y	Y	Y
Submit Payment With Tax Form	Y (can but not required)	Y	Y	Y (can but not required)	Y
Determine Under/Over Payment	Y	Y	Y	Y	Y
Track Taxes Due, Interest, Penalties Due By Obligation #	N (posted to filing period)	Y	N	Y	Y
Track (Refunds) By Obligation #	N (posted to filing period)	Y	N	Y	Y
Deferred Payment	Y	N	N	Y	Y
Provide Confirmation/Receipt	Y (on demand)	N	Y	Y (on demand)	Y
Send Notice Of Taxes Due (Underpayment)	Y	Y	Y	Y	Y
Send Refund	Y	Y	Y	Y (unless requested by tax payer not to)	Y

Appendix B

As-is & To-be Process

TO-BE TMATRIX (ONLINE ONLY)

Components and Elements	Seattle	Bellevue	Tacoma	Everett	Bellingham
License Registration	Y	Y	Y	Y	Y
License Application	Y	Y	Y	Y	Y
License Renewal	Y	Y	Y	Y	Y
License Renewal Notification sent	Y	Y	Y	Y	N
Anniversary vs. Calendar (for both GBL and Regulatory, if renewal is required)	Anniversary	Anniversary	Anniversary	Anniversary	Anniversary
UBI #	Y (required)	Y (required)	Y (required)	Y (required)	Y (required)
On Line	Y	N	Y	N	N
Applicable Payment with Application required	Y	Y	Y	Y	Y
Visa	Y	Y	Y	N	N
American Express	N	N	N	N	N
Master Card	Y	Y	Y	N	N
Electronic check	Y	N	Y	N	N
Paypal	N	N	N	N	N
Other	N	N	N	N	N
Pay back license fee	Y	N	Y	N	N
Print out general business license after online session	Y	Y	Y	Y	Y
Print out regulatory license after online session	N	N	N	N	N
State Business License	N	Y	N	N	N
City Business License	Y	N	N	N	N
Regulatory (activity specific) License	N	N	N	N	N
New License	Y	Y	Y	Y	Y
Registration Notification sent	Y (sometime-discovery letter)	Y (sometime-discovery letter)	Y (sometime, discovery letter)	Y	N
Anniversary vs. Calendar	Anniversary	Anniversary	Anniversary	Anniversary	Anniversary
UBI #	Y (required)	Y (required)	Y (required)	Y (required)	Y (required)
On Line	Y	Y	Y	Y	Y
Applicable Payment with Application required	Y	Y	Y	Y	Y
Visa	Y	Y	N	N	N
American Express	Y	N	N	N	N
Master Card	Y	Y	N	N	N
Electronic check	Y	N	N	N	N
Paypal	N	N	N	N	N
Pay back license fee	Y	N	N	N	N
Print out general business license after online session	Y	Y	Y	Y	Y
Print out regulatory license after online session	Y	N	N	N	N
City Business License	Y	Y	N	N	N
Regulatory (activity specific) License	Y	N	N	N	N
Print out regulatory license after online session	N	N	N	N	N
License Modification	Y	Y	Y	Y	Y
On Line	Y	Y	Y	Y	Y
Modify material data fields (cities need to define business rules)	Y (all data on the license application)	Y (all data in data dictionary)	Y (but only name and address)	Y	Y
New license printed on the spot (if data modification requires new printed license)	N	N	N	N	N
Fee charged	N	N	N	N	N

TO-BE TMATRIX (ONLINE ONLY) continued

Components and Elements	Seattle	Bellevue	Tacoma	Everett	Bellingham
License Grant	Y	Y	Y	Y	Y
License Approval	Y	Y	Y	Y	Y
Approval criteria besides paying application fee	N	Y	Y	N	Y
general business license	N	Y	N	Y	N
regulatory license	Y	Y	Y	Y	Y
Approval decision letter send	Y (denial letter for regulatory licenses only)	Y (approval and denial for general business licenses and denial only for regulatory licenses)	Y (only send license aka as certificate)	Y	N
License Issuance	Y	Y	Y	Y	Y
3rd party license printing	Y	Y	N	N	N
Individual license printing on site	Y	N	Y	Y	Y
Tax Collection	Y	Y	Y	Y	Y
Tax filing Notification	Y (tax form only)	Y (tax form with existing account balance)	Y	Y	Y
Notification by tax form frequency (monthly, quarterly, annually)	B&O (quarterly and annually); other taxes (M/Q/A)	B&O (quarterly and annually); non filing (annually); other taxes (M/Q/A)	B&O (quarterly and annually); other taxes (M/Q)	B&O (quarterly and annually)	B&O (quarterly, annually, or monthly)
Tax Obligations # created	Y	N	Y	N	N
Balance due letter (Notice of underpayment letter)	Y (aggregate or by filing period)	Y (aggregate only)	Y	Y	Y
Notice of unfiled return	Y	Y	Y	Y	Y
Audit assessment billing	Y	Y	Y	N	Y
Time/partial payment plan allowed? (formal program)	Y	Y	Y	N	N
Tax Filing & Payment	Y	Y	Y	Y	Y
All licensees file	Y	N	Y	Y	Y
On Line	Y	Y	Y	Y	Y
Set up a web access account	Y	Y	Y	Y	Y
Set up business account	Y	Y	Y	Y	Y
Complete tax form	Y	Y	Y	Y	Y
Determine payment due	Y	Y	Y	Y	Y
Determine under/over payment	N (can only pay the amount due)	N	Can only pay amount due	N	N
Pay online	Y	Y	Y	Y	Y
Visa	N	N	Y	N	N
Mastercard	Y	N	Y	N	N
American Express	Y	N	N	N	N
Electronic check	Y	N	Y	N	N
Deferred payment	Y	N	N	N	N
Print Voucher	Y	Y	Y	Y	Y
Provide confirmation/receipt	Y	Y	Y	Y	Y
Send notice of taxes balance due? and/or Fail to File notice	Y	Y	Y	Y	Y
File return and pay back taxes	Y	Y	Y	Y	Y
Send refund	N	N	N	N	N
Retain online filing history	Y	Y	Y	Y	Y

Appendix C

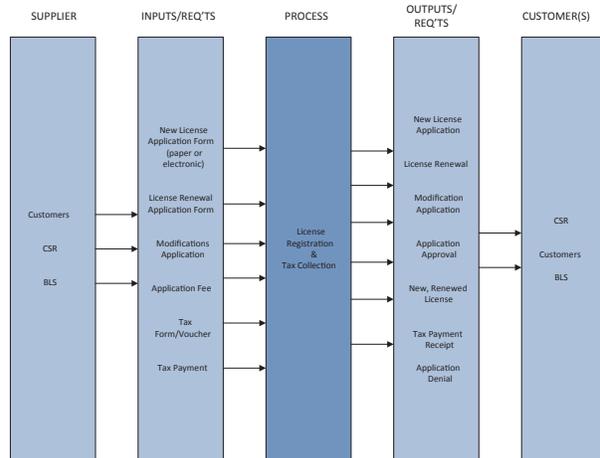
As-is Workflow

Appendix C documents the “As-Is” swim-lane diagrams for the five cities. They were documented only down to the level needed for the project. The decomposition process includes process definition, SIPOC, process hierarchies and swim-lane diagrams. The swim-lane diagrams were reviewed and approved by each city.

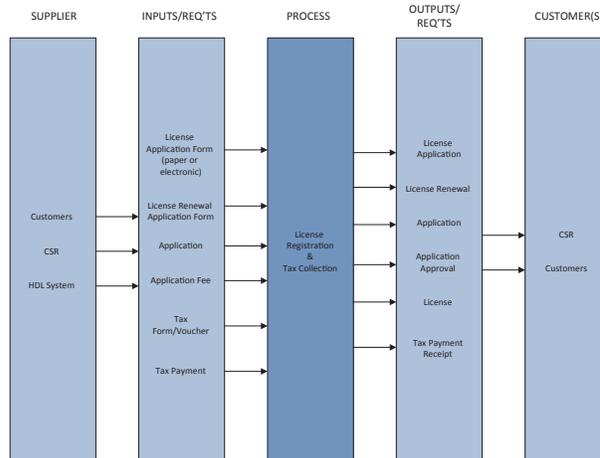
SIPOC

The SIPOC is a process-level, summary representation of the suppliers, inputs, outputs and customers for each process for each of the five cities. This work product provides an initial view of differences in data and processing across the five cities and assists in allowing quick focus on areas of potential differences affecting the portal requirements.

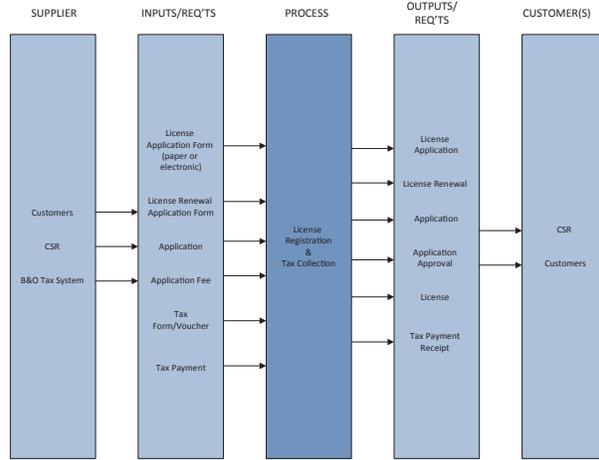
BELLEVUE



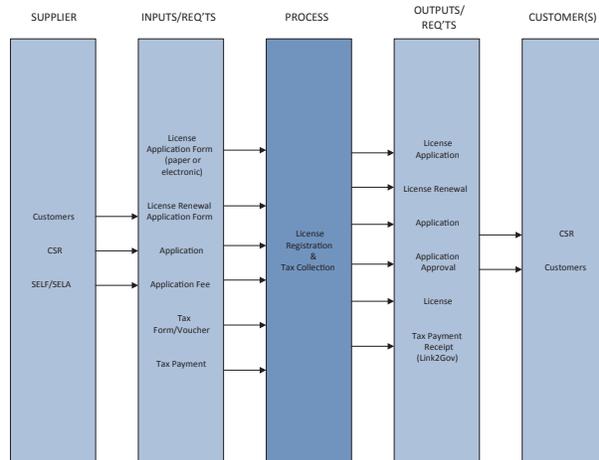
BELLINGHAM



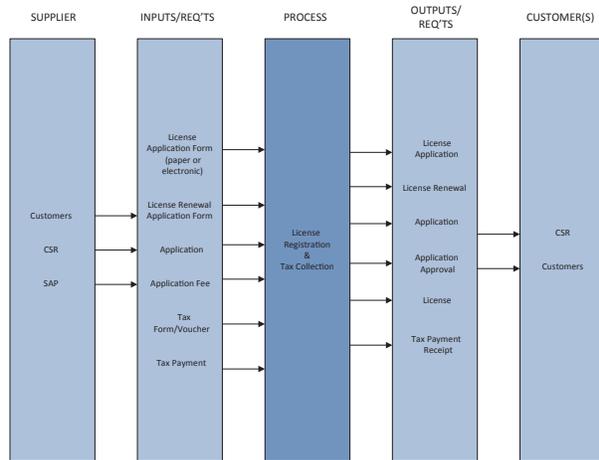
EVERETT



SEATTLE



TACOMA



Appendix C

As-is Workflow continued

Process Hierarchy and Swimlanes

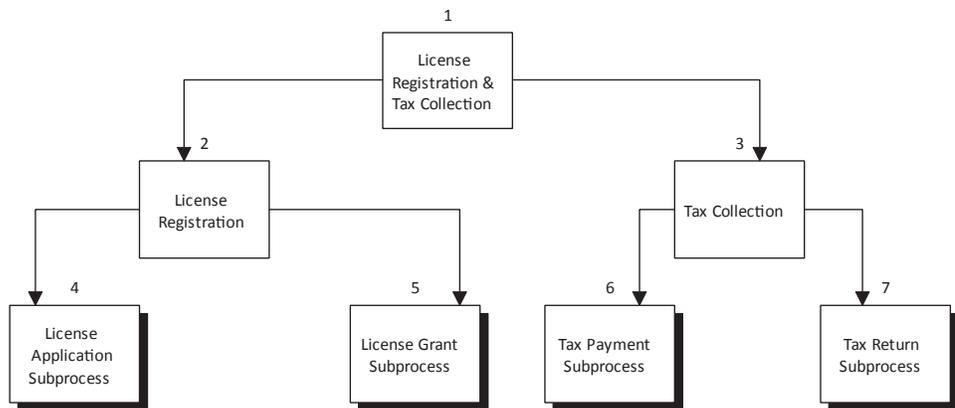
The process hierarchy is a graphic representation of the processes and sub-processes defining the scope of the processes behind the portal. This work product provides a common framework for analysis and communication across the five cities and to ensure valid process and data requirements comparison.

The “Swim-Lanes” are process flowcharts of processes and sub-processes for each of the five cities that capture roles, responsibilities and activities, and emphasizes system touch-points (data inputs and outputs). This work product provides the basis for identifying differences in processing between cities, definition of requirements and traceability back to driving activities, and the final fit-gap analysis.

BELLEVUE

NOTE:

There are two categories of licenses: General Business License and Regulatory Licenses



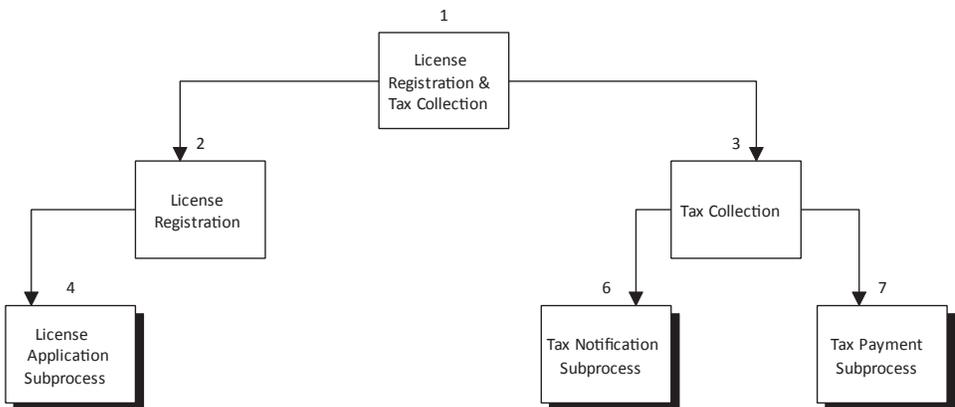
BELLINGHAM

NOTE:

There is no GBL in Bellingham. However, the business is issued a business registration. No need to renew business registration

There are regulatory licenses and they need to be renewed annually (or reapply annually)

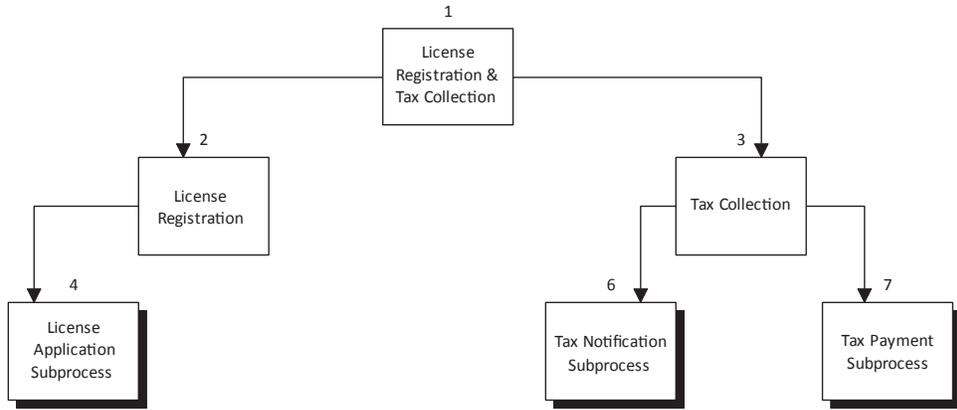
Payment and license granting subprocesses are included in the license application subprocess



EVERETT

NOTE:

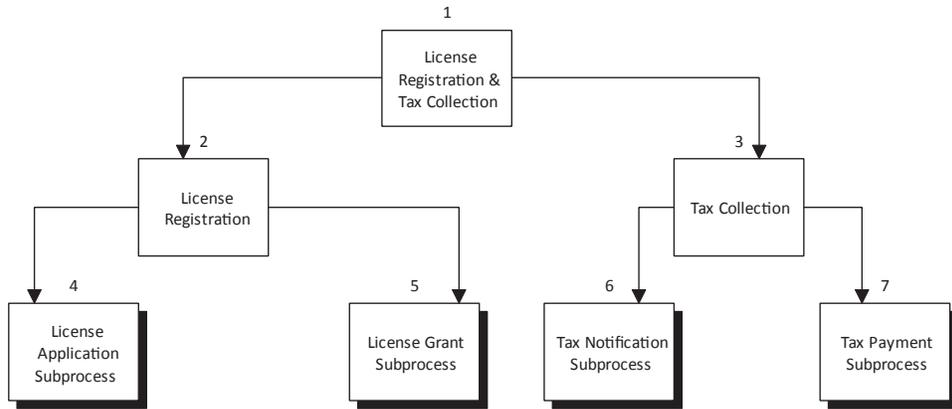
“License Pmt”, “License Approval”, and “License Issuance” subprocesses are integrated into License Application Process. The volume is low and therefore no need for subprocesses. Payment processing and License Issuance are all part of the application process. For Regulatory licenses, customer must submit payment/supplements (with needed approval, e.g., police)/application before the Accounting Assistant will process it.



SEATTLE

NOTE:

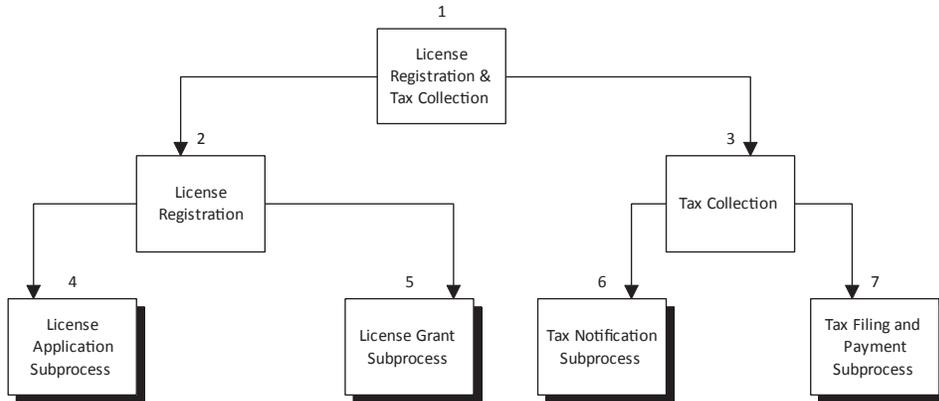
There are two categories of licenses: General Business License and Regulatory Licenses



TACOMA

NOTE:

There are two categories of licenses: General Business License and Regulatory Licenses



Appendix C

As-is Workflow continued

License Application Subprocess

The License Application Sub-Process includes applications for new and renewal of existing business registrations, general business licenses and regulatory licenses, as well as the modification of any data specific to those licenses or the business' accounts, through the in-person/walkup, mail-in and online channels.

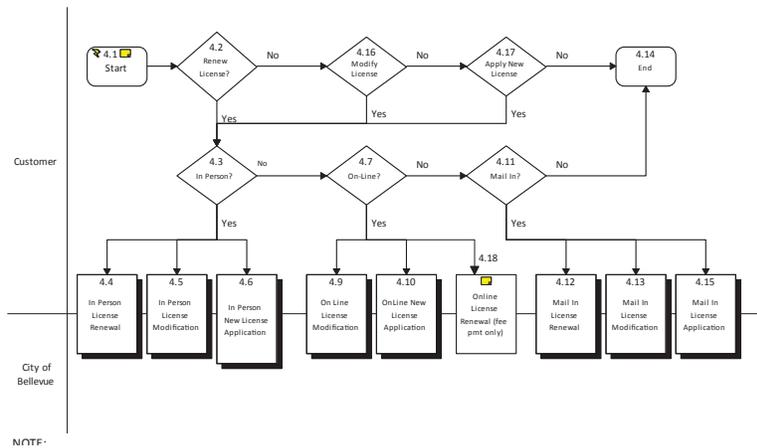
BELLEVUE

NOTE:

License renewal is not fully online for Bellevue. Applicant can pay renewal fee online then submit documentation in person or via mail

Beside General Business License, Bellevue also requires license for temporary events (e.g. craft shows), or personal license (e.g. entertainers, managers of carbare establishment, premises license)

For license modification (Mail-in, In-person, Online....) all data fields in the data dictionary can be modified



BELLINGHAM

NOTE:

No online license or tax transactions, except for printing out the registration or regulatory license applications

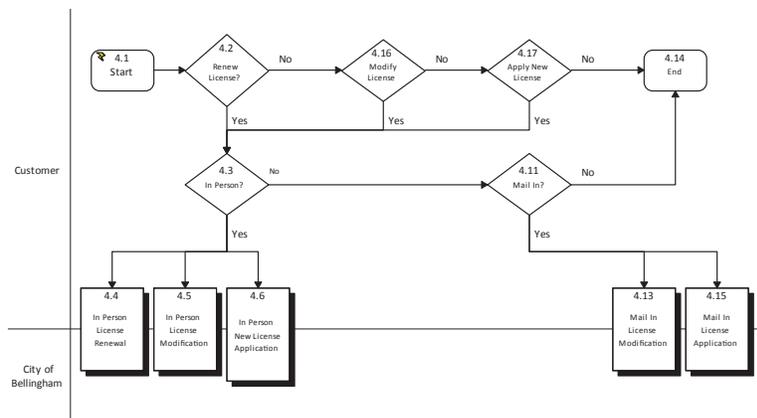
In Bellingham, there is registration to do business (aka as business registration) and no GBL

There is no need for renewal of business registration, except when delinquent payment or a change of ownership or ownership structure. With delinquent pmt, the city revoke the registration and customer has to reapply

Regulatory license requires annual renewal.

Business registration or Regulatory application/renewal can only be done via email or in person; no online.

No regulatory license renewal via Mail-In.



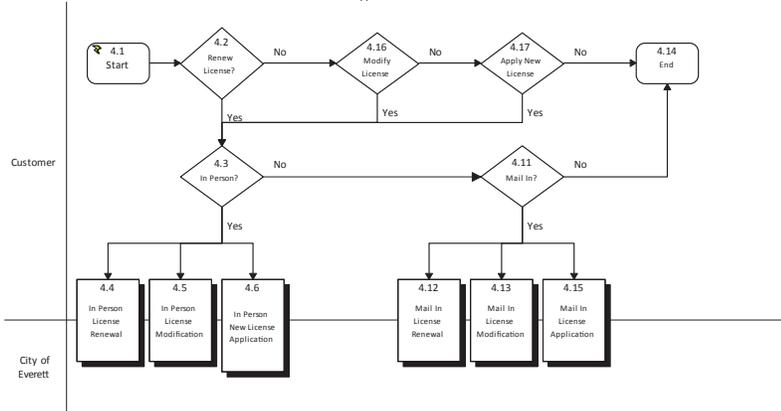
EVERETT

NOTE:

No online license or tax transactions, except for printing out the registration or regulatory license applications

No need for GBL renewal

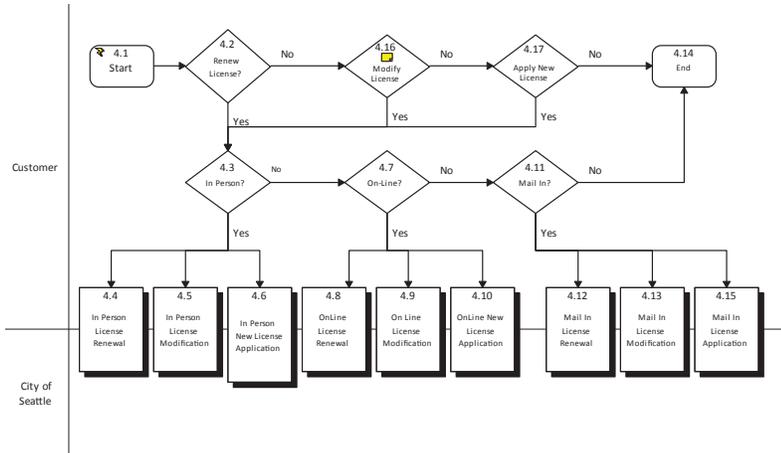
Regulatory license requires annual renewal



SEATTLE

NOTE:

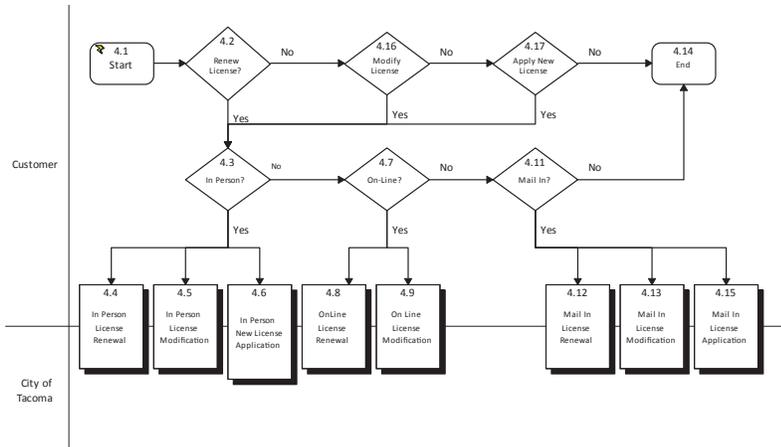
Since application fees are collected during the time application, the activity of processing payments are included in the License Renewal or New License application processes



TACOMA

NOTE:

Tacoma does not do Online New License Applications (GBL or Regulatory)



Appendix C

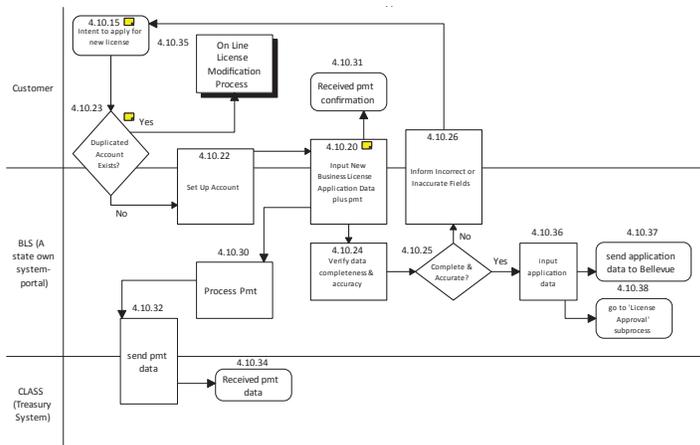
As-is Workflow continued

Online New License Application

The Online New License activity includes the application for any new business registration and general business license through the online channel

BELLEVUE

NOTE :
Online Application only applies to the General Business License



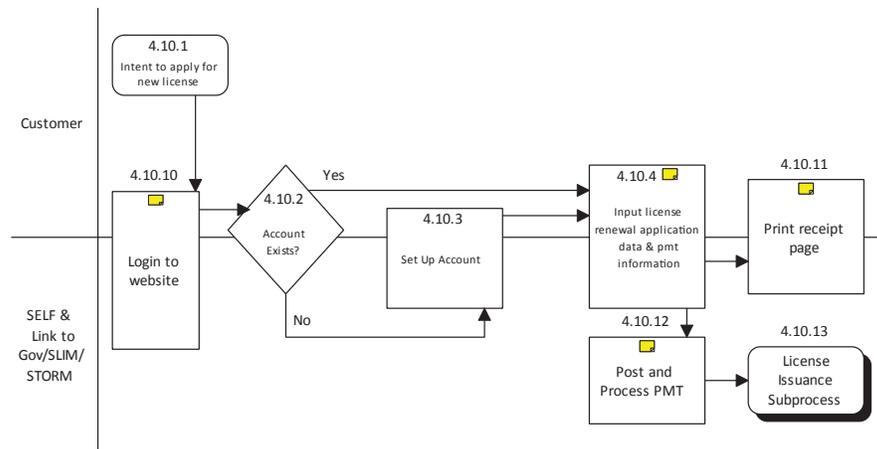
BELLINGHAM

N/A

EVERETT

N/A

SEATTLE



TACOMA

N/A

Appendix C

As-is Workflow continued

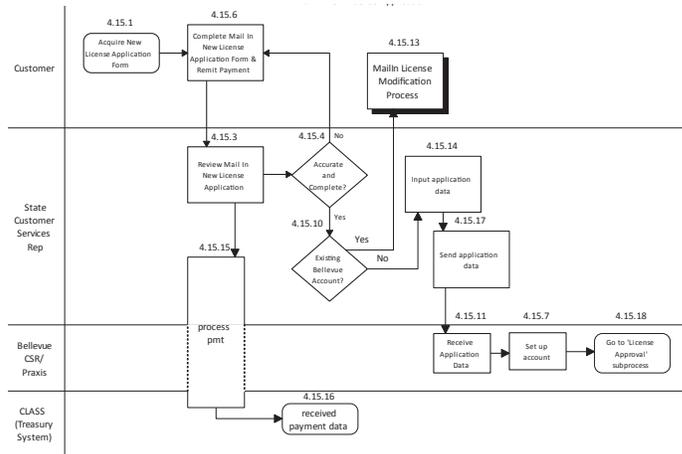
Mail-in New License Application

The Mail-in New License Application activity includes the application for any new business registrations, general business licenses and regulatory licenses, through the mail-in channel.

BELLEVUE

NOTE:

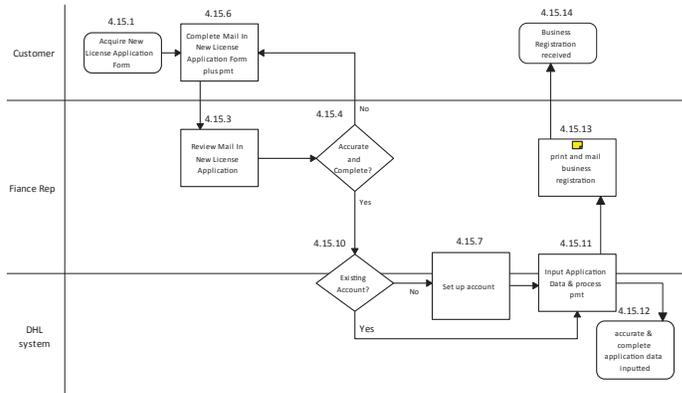
BelleVue sends application & payment to State if received by city



BELLINGHAM

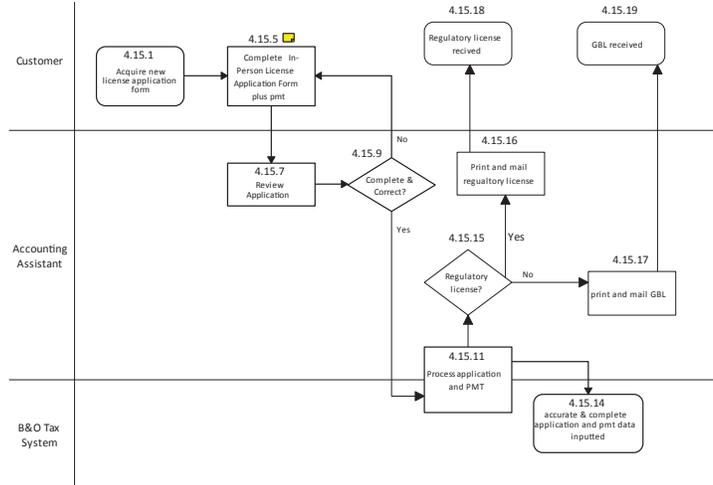
NOTE:

Only for business registration. Regulatory license must be applied in person

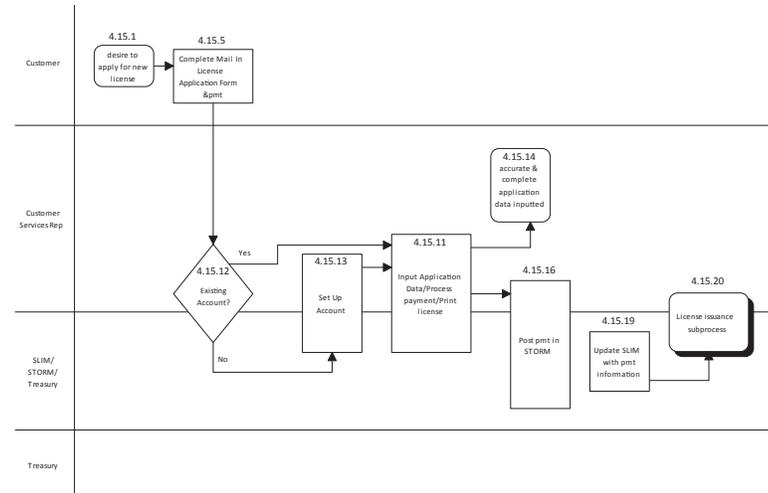


EVERETT

NOTE:
 New licenses can be GBL or Regulatory
 Must have GBL before
 Regulatory license can be
 issued

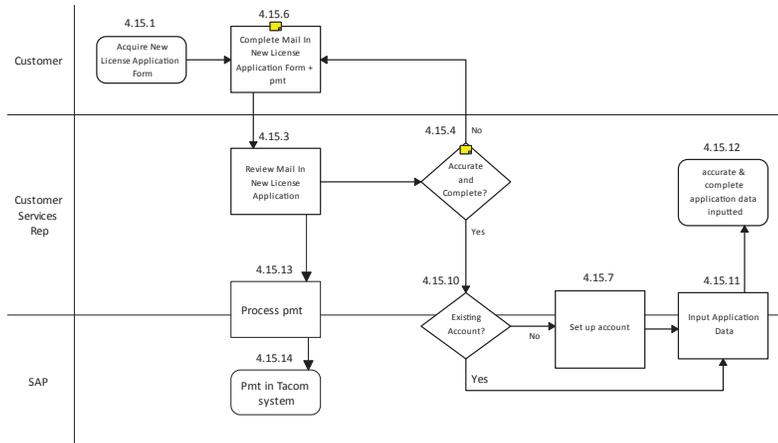


SEATTLE



TACOMA

NOTE:
 Same process for both
 GBL and Regulatory. If
 Regulatory licenses are
 needed, will not process
 GBL until Regulatory license
 requirements are met



Appendix C

As-is Workflow continued

In-person New License Application

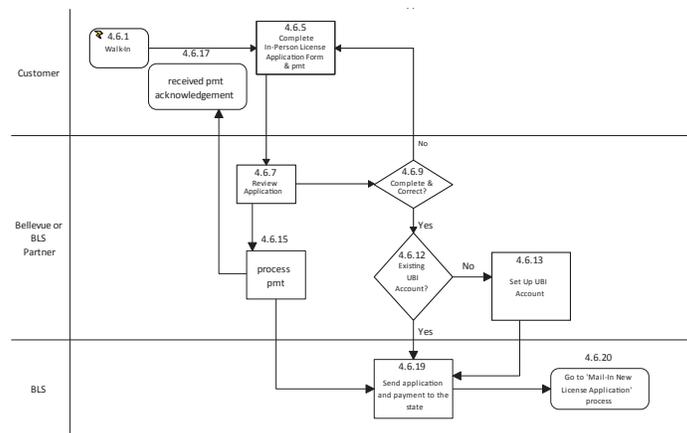
The In-person New License Application activity includes the application for any new business registrations, general business licenses and regulatory licenses, through the in-person/walkup channel.

BELLEVUE

NOTE:

This process depicts applications submitted in person at participating BLS partner locations including Bellevue.

If payment is made directly to Bellevue, city will issue warrant for payment amount to state.



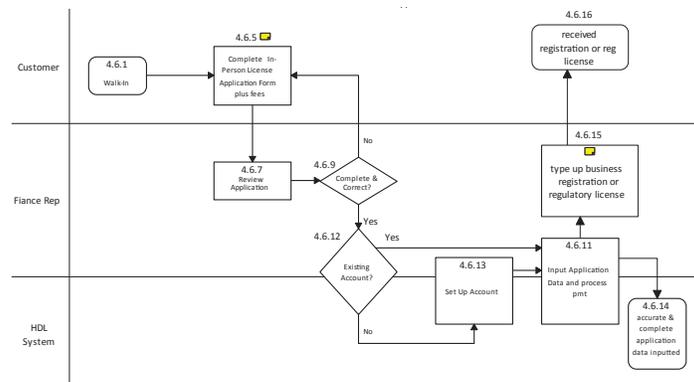
BELLINGHAM

NOTE:

Can apply for business registration and regulatory license in person. Regulatory license must be applied in person, while business registration can also be applied via mail.

If the regulatory license application and all the supplements are completed properly, regulatory license can be typed up and handed to customer on the spot.

Business registration is mailed out to customers once a week

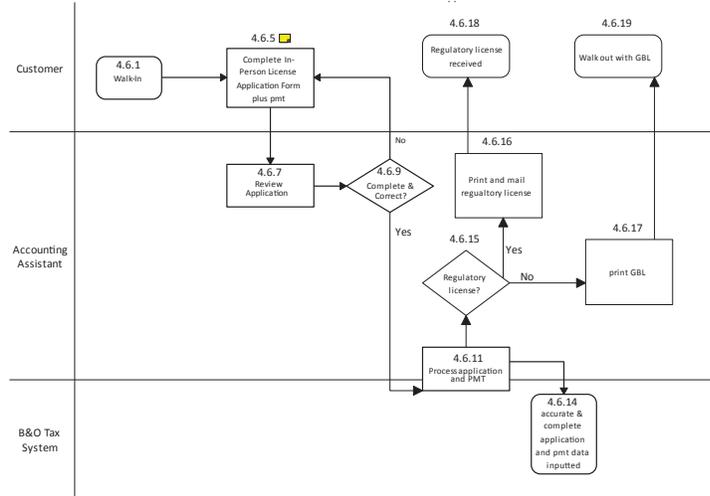


EVERETT

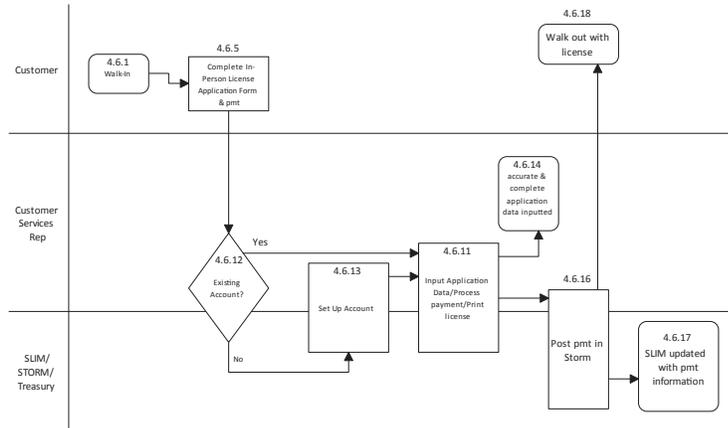
NOTE:

New licenses can be GBL or Regulatory

Must have GBL before Regulatory license can be issued



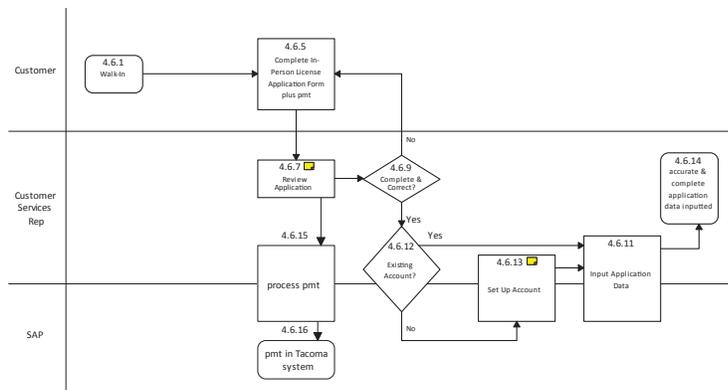
SEATTLE



TACOMA

NOTE :

Process is applicable to both GBL and Regulatory licenses



Appendix C

As-is Workflow continued

On-line License Renewal

The On-line License Renewal activity includes the renewal of any existing business registrations, general business licenses and regulatory licenses, through the on-line channel.

BELLEVUE

N/A

BELLINGHAM

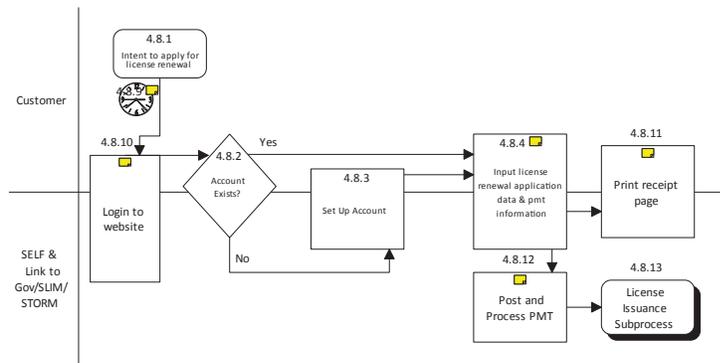
N/A

EVERETT

N/A

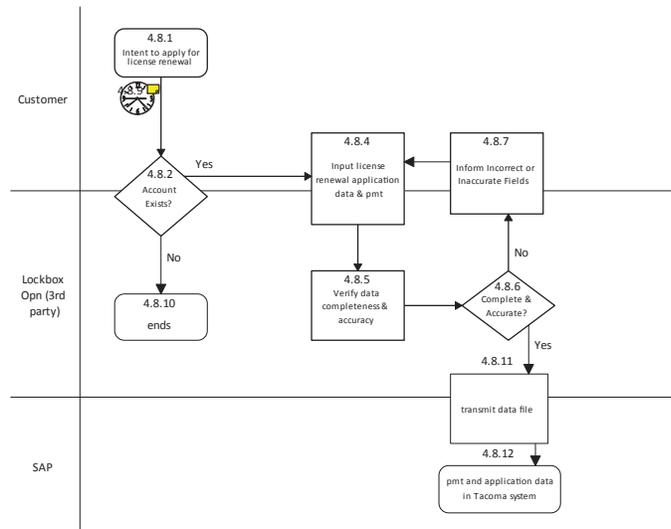
SEATTLE

NOTE:
For Online, Seattle only
renews GBL but not
regulatory licenses



TACOMA

NOTE:
The process is applicable to
both GBL and Regulatory
If business grossed less
than \$10k in previous year,
license fee is waived



Appendix C

As-is Workflow continued

Mail-in License Renewal

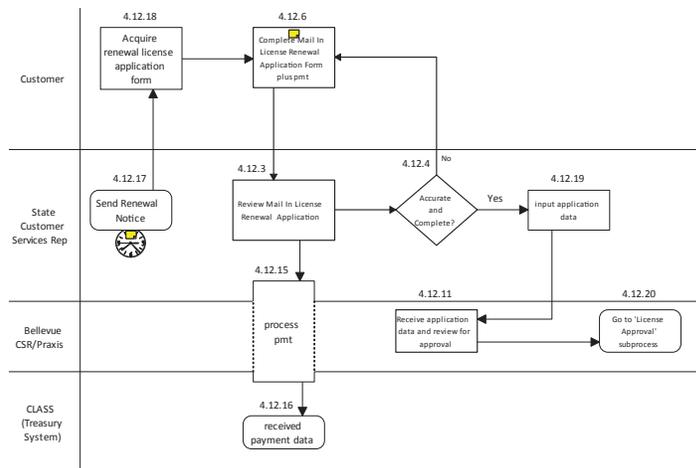
The Mail-in License Renewal activity includes the renewal of any existing business registrations, general business licenses and regulatory licenses, through the mail-in channel.

BELLEVUE

NOTE:

Renewal only applies to regulatory license

Belleveue sends renewal application & pmt to State if received by city

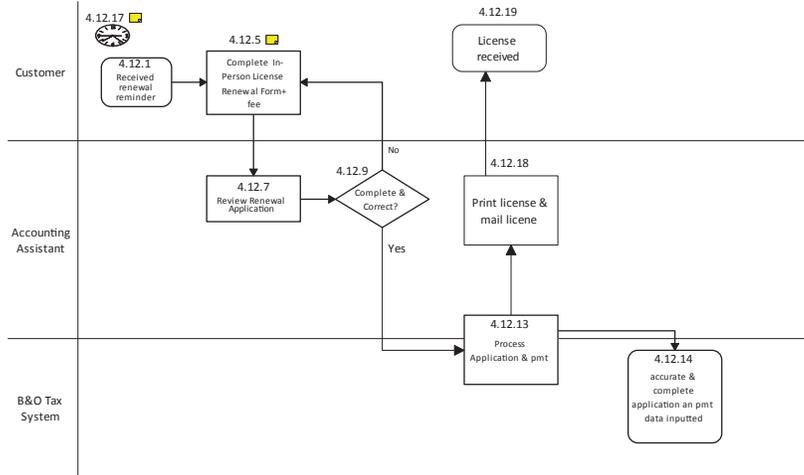


BELLINGHAM

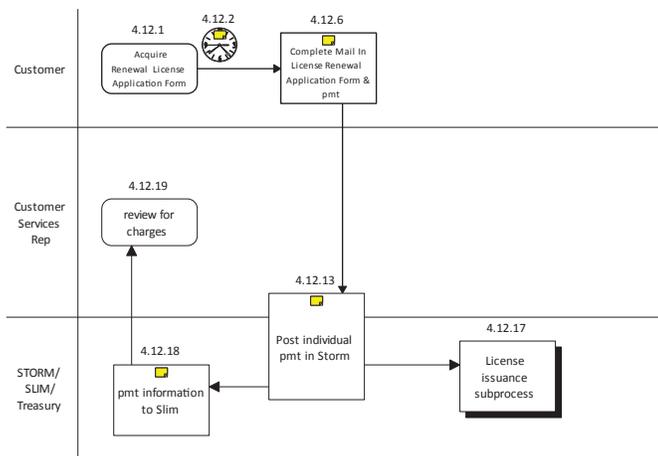
N/A

EVERETT

NOTE:
No GBL renewal, but has regulatory license renewal

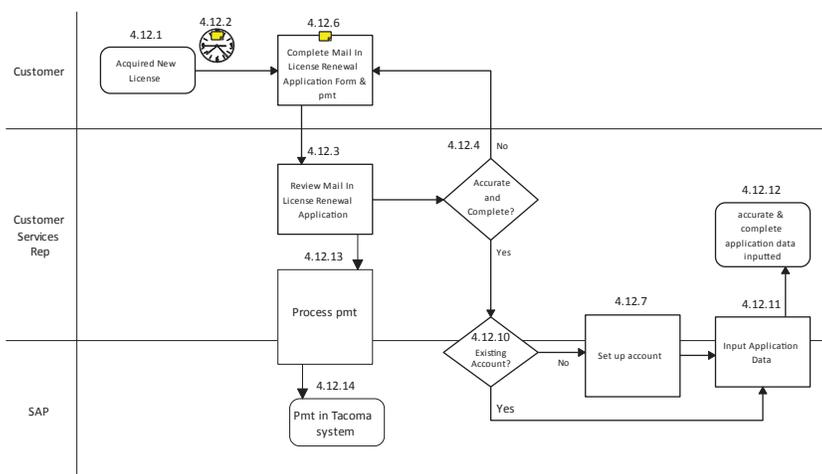


SEATTLE



TACOMA

NOTE:
The process is applicable to both GBL and Regulatory
If the business grossed less than \$10k, the license fee is waived



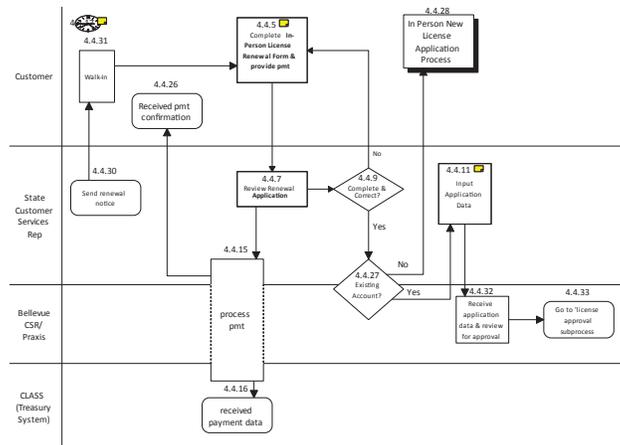
Appendix C

As-is Workflow continued

In-person License Renewal

The In-person License Renewal activity includes the renewal of any existing business registrations, general business licenses and regulatory licenses, through the in-person/walkup channel.

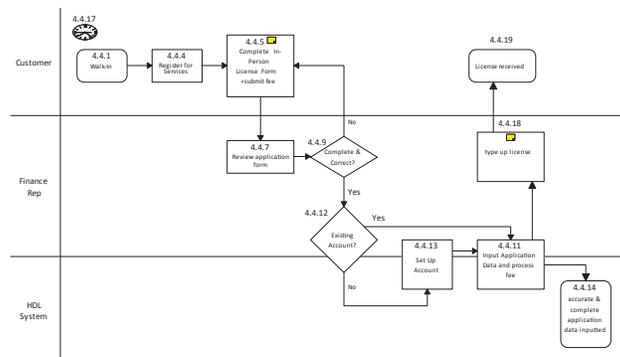
BELLEVUE



BELLINGHAM

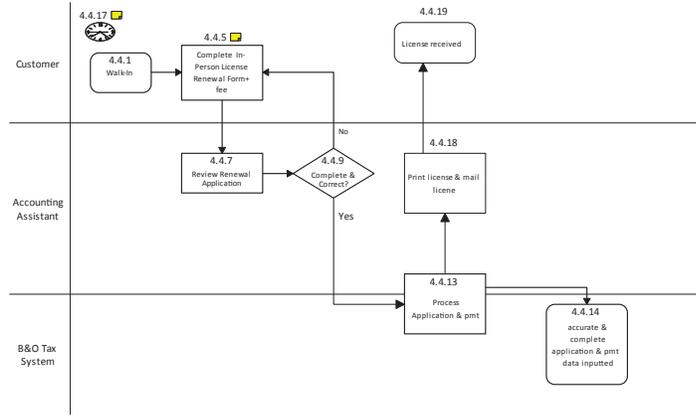
NOTE:

Only for Regulatory License. The regulatory license expired at the end of calendar year and need to apply for a new one the following year...so go through application process again. So this process is the same as In Person New License Application
Business Registration doesn't require renewal

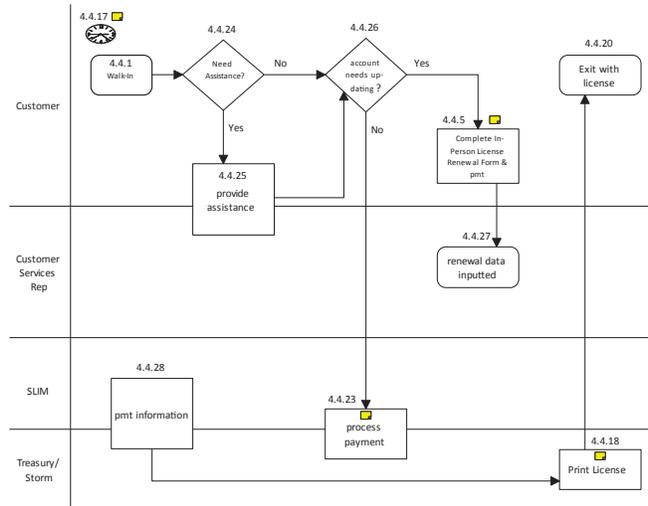


EVERETT

NOTE:
No GBL renewal, but has
regulatory license renewal

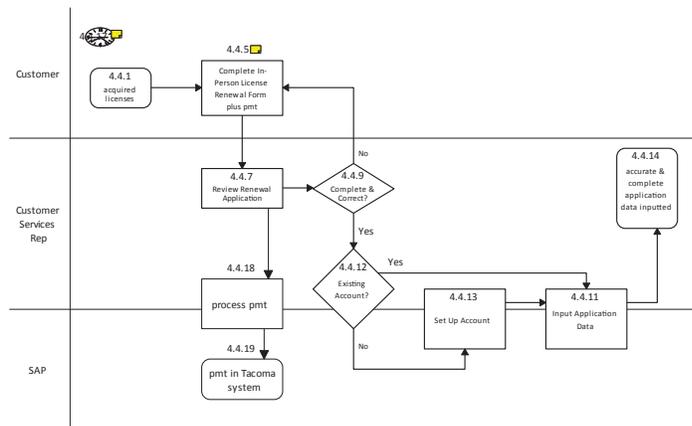


SEATTLE



TACOMA

Note:
The process is applicable to
both GBL and Regulatory in
person license renewal
If the business grossed less
than \$10k, the license fee
is waived



Appendix C

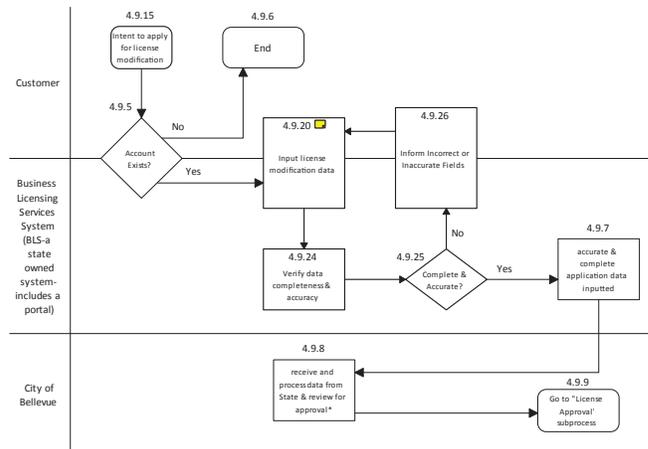
As-is Workflow continued

On-line License Modification

The On-line License Modification activity includes the modification of any data specific to existing business registrations, general business licenses and regulatory licenses, or the associated business' accounts, through the on-line channel.

BELLEVUE

NOTE:
Modifications to certain data fields require approval (e.g. zoning, police, etc)



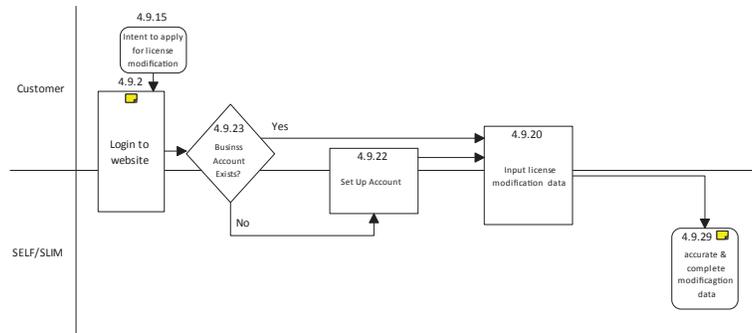
BELLINGHAM

N/A

EVERETT

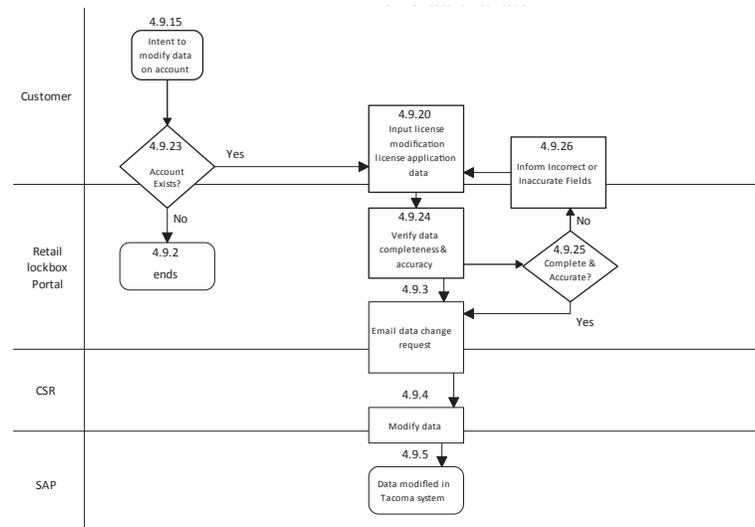
N/A

SEATTLE



TACOMA

NOTE:
 Since Tacoma uses an external lockbox operations (vendor) to support its online application effort, most account modifications follow the above process. However, there is another option for online modification. Customer wants to request account modification: send email to Tacoma that are received by SAP via Tacoma website. SAP then routes (via its workflow capability) the email to CSR to make customer requested change in SAP



Appendix C

As-is Workflow continued

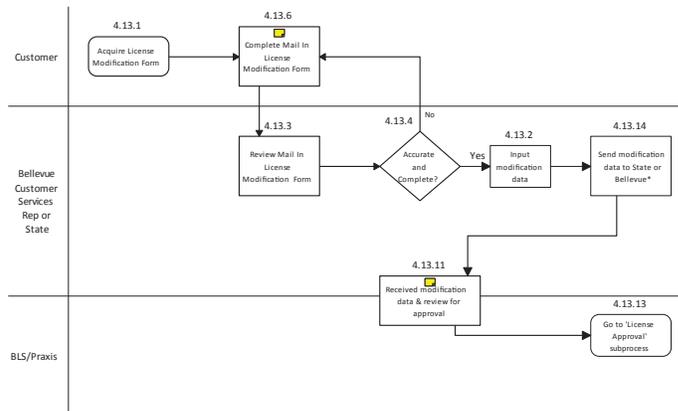
Mail-in License Modification

The Mail-in License Modification activity includes the modification of any data specific to existing business registrations, general business licenses and regulatory licenses, or the associated business' accounts, through the mail-in channel.

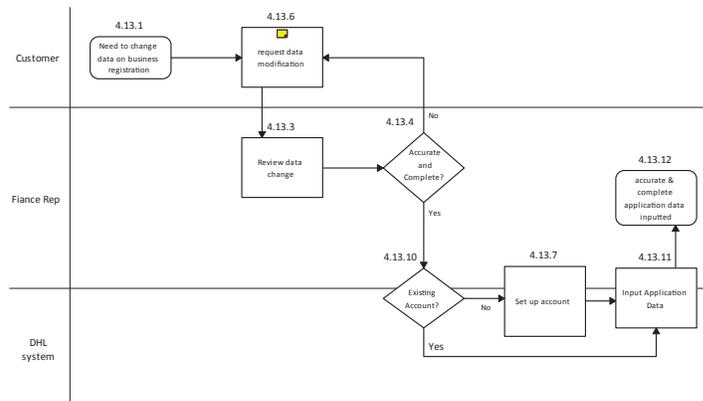
BELLEVUE

NOTE:

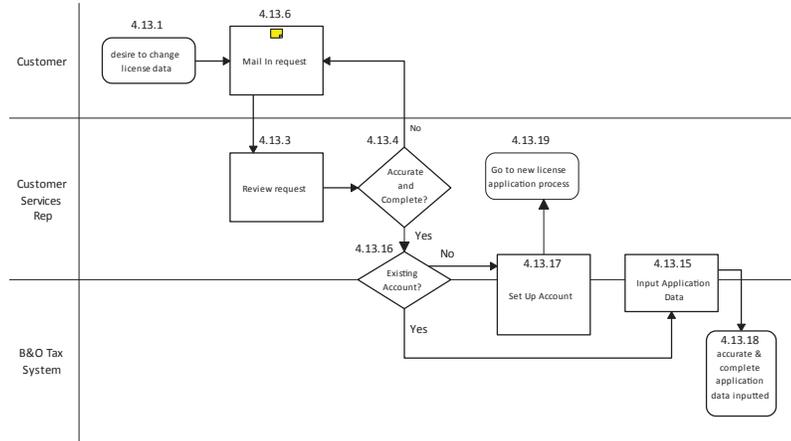
If Bellevue accepted modification, then send data to State. If State accepted modification, then send data to Bellevue



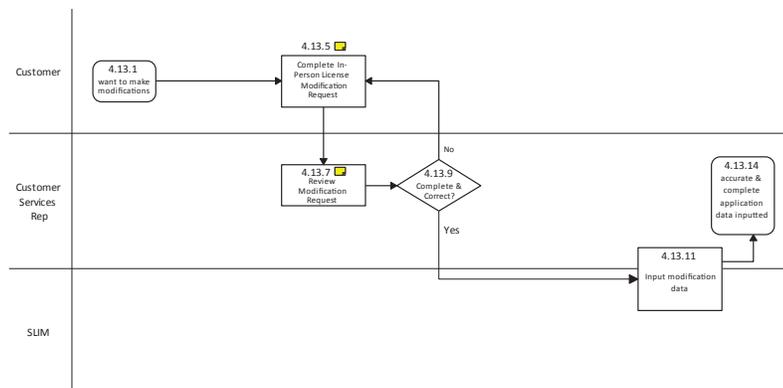
BELLINGHAM



EVERETT

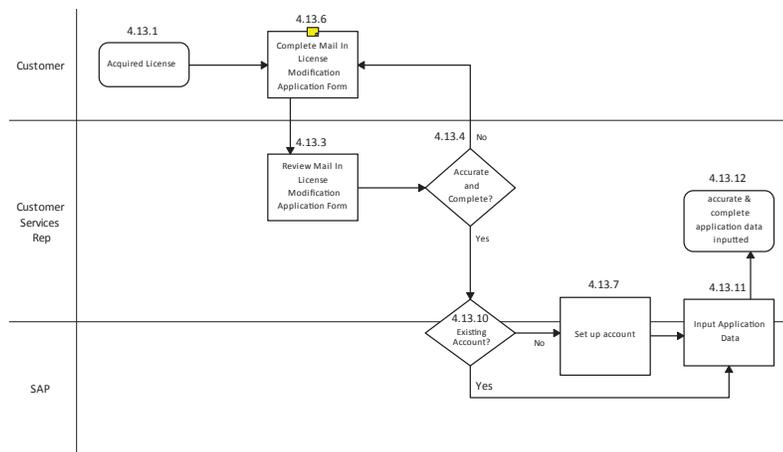


SEATTLE



TACOMA

NOTE:
This process is applicable to both
GBL and Regulatory



Appendix C

As-is Workflow continued

In-person License Modification

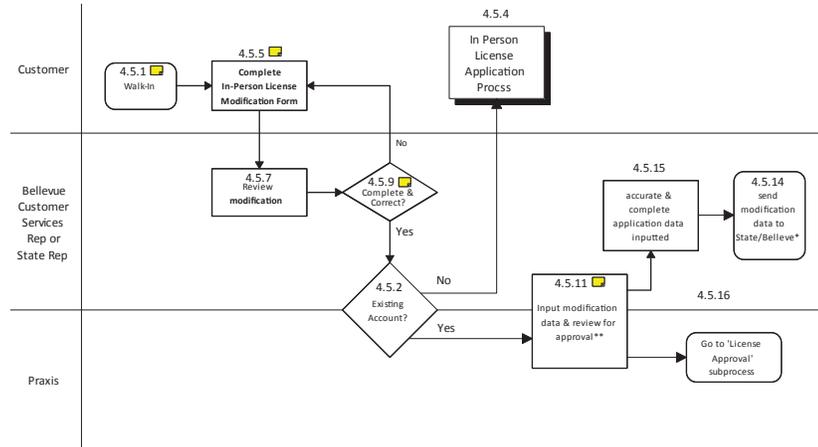
The In-person License Modification activity includes the modification of any data specific to existing business registrations, general business licenses and regulatory licenses, or the associated business' accounts, through the in-person/walkup channel.

BELLEVUE

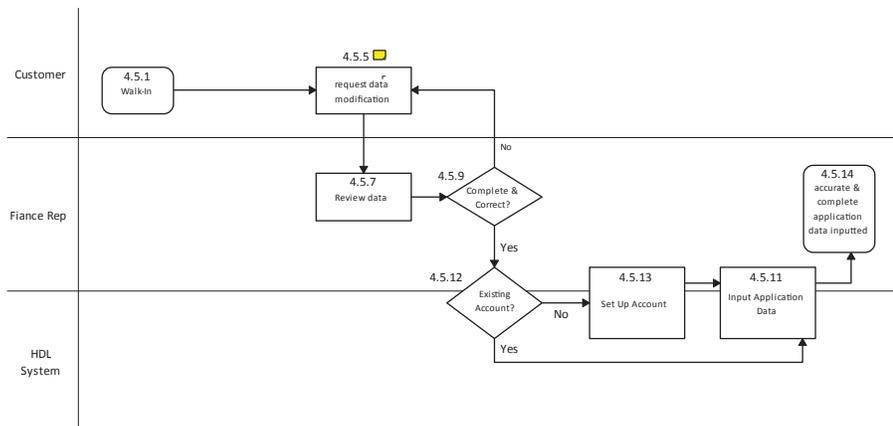
NOTE:

*If Bellevue accepted modification, then send the data to State. If State accepted modifications then send data to Bellevue

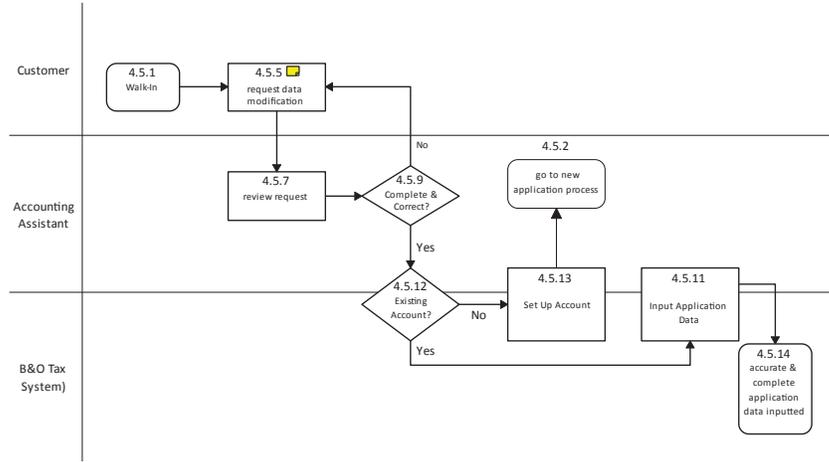
**Modifications to certain data fields require approval (e.g. zoning, police)



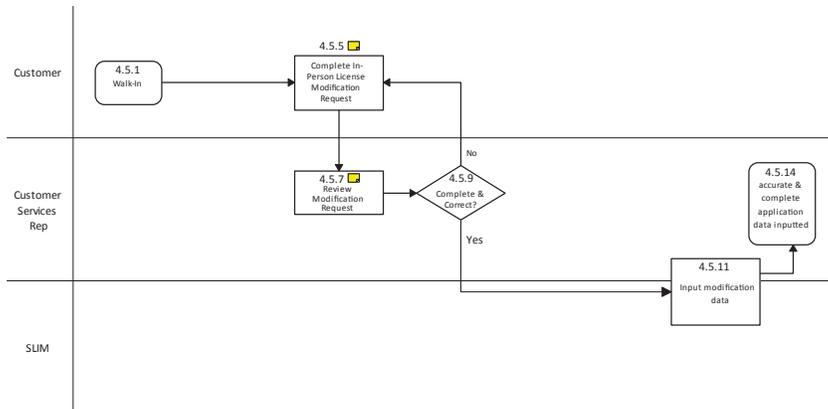
BELLINGHAM



EVERETT

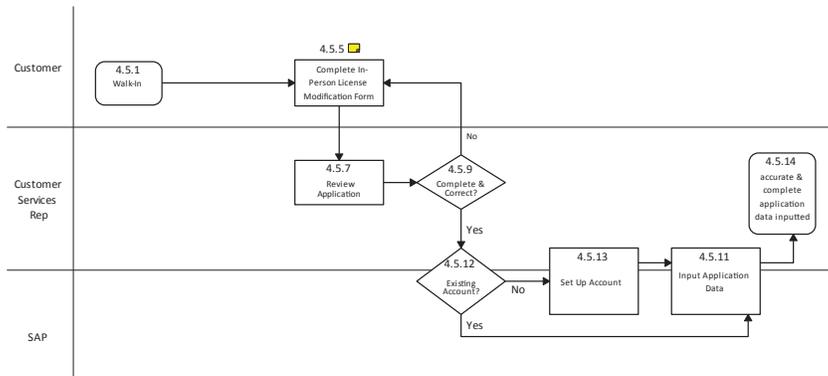


SEATTLE



TACOMA

NOTE :
This process is applicable to both GBL and Regulatory licenses



Appendix C

As-is Workflow continued

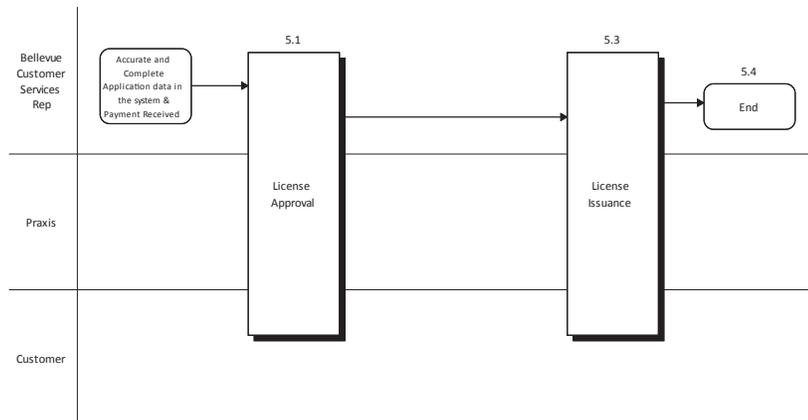
License Grant Subprocess

The License Grant Sub-Process includes the approval and issuance new and renewed business registrations, general business licenses and regulatory licenses.

BELLEVUE

NOTE:

Payments come with new or renewed application. Therefore, payment processing is included under License Application Subprocesses



BELLINGHAM

NOTE:

License Grant activity is included in the License Application Sub-Process as note

N/A

EVERETT

NOTE:

License Grant activity is included in the License Application Sub-Process

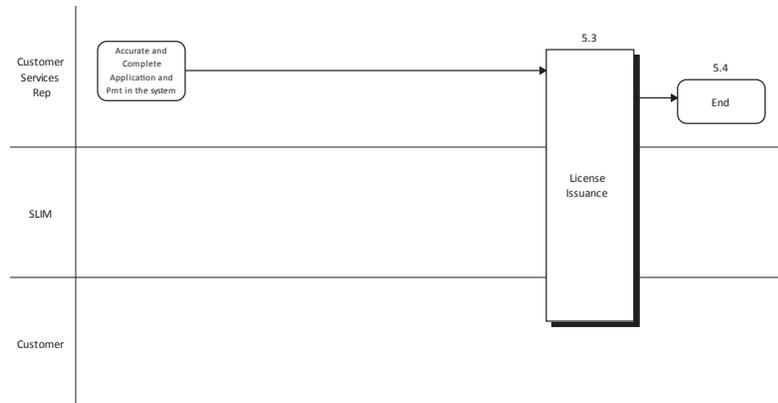
N/A

SEATTLE

NOTE:

When apply or renewal, must receive payment before the renewal or new application will be processes. Therefore the payment processing is included in Annual license application/renewal subprocesses

License Approval process is not needed. When received payments, the license is approved.

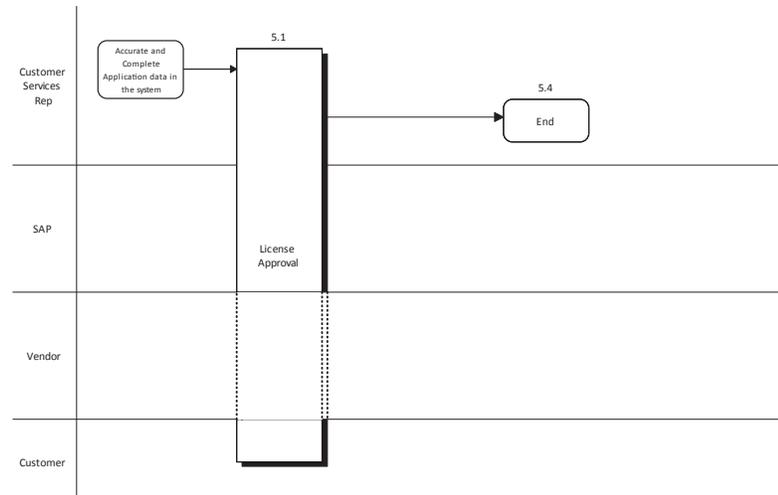


TACOMA

NOTE:

Since payment needs to be done in conjunction with the application process, payment processing is including in the application/renewal process

Since license issuance is done right after license approval, the issuance activity is embedded into license approval process.



Appendix C

As-is Workflow continued

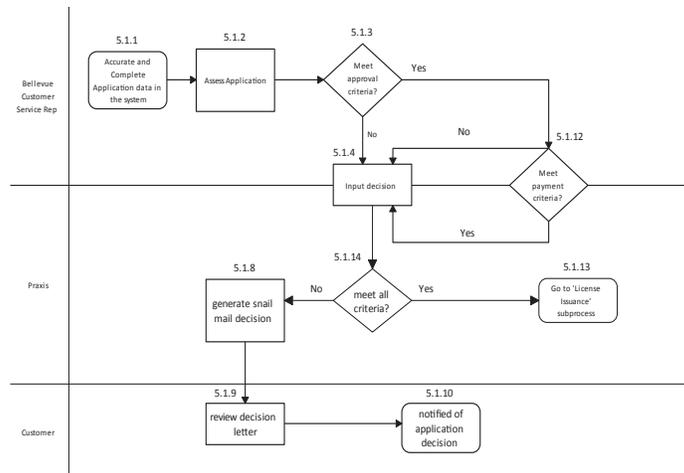
License Approval

The License Approval activity includes the approval of new and renewed business registrations, general business licenses and regulatory licenses.

BELLEVUE

NOTE:

This license approval process applies to both Bellevue General Business License and Regulatory Licenses. With Regulatory Licenses, additional information and review are needed before granting Regulatory License.



BELLINGHAM

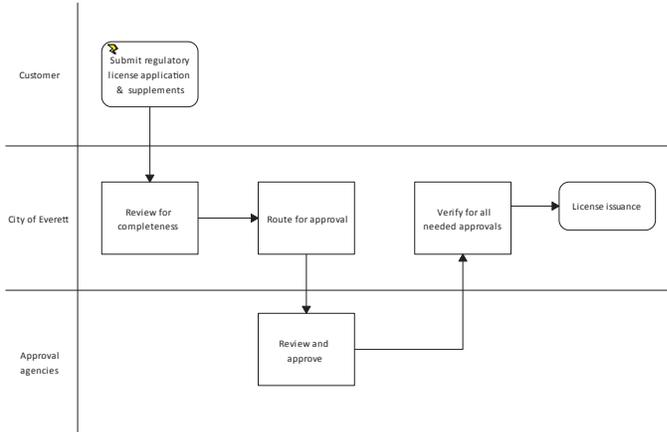
NOTE:

Bellingham will not accept any business registration request or regulatory license application unless all required approvals from the various approval agencies are submitted along with the application

N/A

EVERETT

NOTE:
For regulatory licenses only



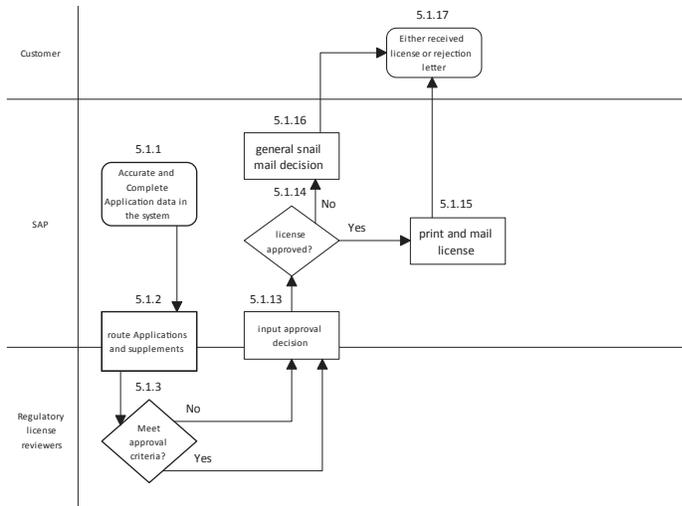
SEATTLE

NOTE:
License Approval process is not needed. When received payments, the license is automatically approved.

N/A

TACOMA

NOTE:
This process applies to Regulatory license (GBL that has regulated activities will need to have regulatory license approved also before both GBL and Regulatory licenses are issued together)
If there are no regulatory licenses required, the applicable above steps for GBL are 5.1.1, 5.1.15, 5.1.16 and 5.1.17



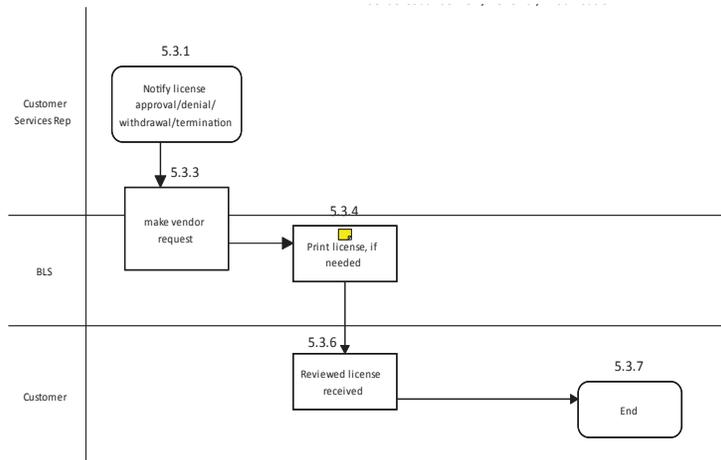
Appendix C

As-is Workflow continued

License Issuance

The License Issuance activity includes the issuance of new and renewed business registrations, general business licenses and regulatory licenses.

BELLEVUE



BELLINGHAM

NOTE:

The License Issuance activity is included in the License Application Sub-Process.

N/A

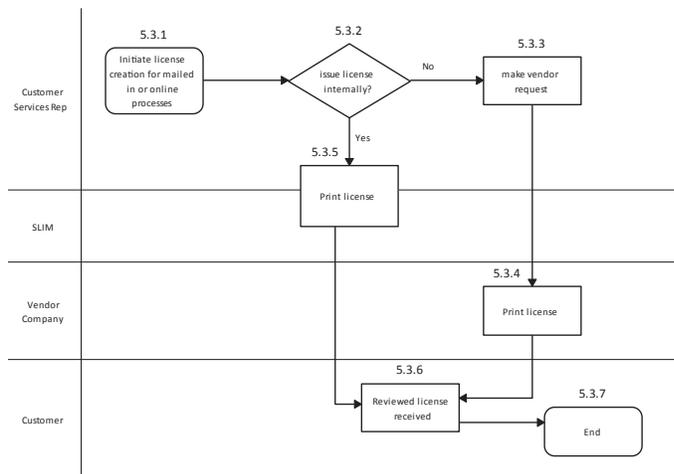
EVERETT

NOTE:

The License Issuance activity is embedded into License Application Sub-Process.

N/A

SEATTLE



TACOMA

NOTE:

The issuance task is embedded into License Approval activities.

N/A

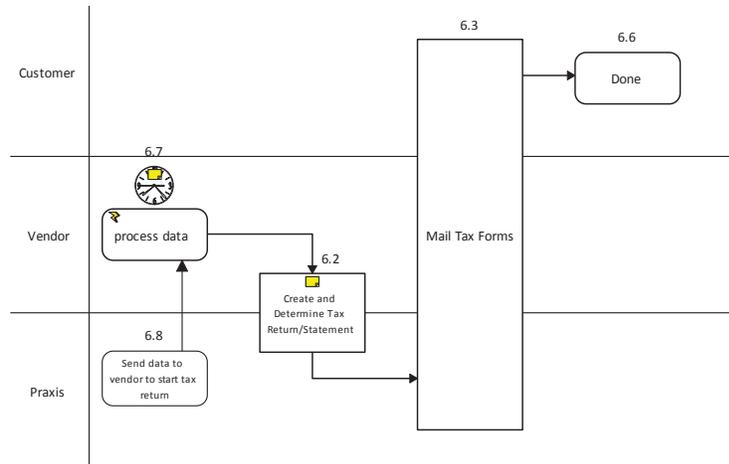
Appendix C

As-is Workflow continued

Tax Notification Subprocess

The Tax Notification Sub-Process includes notification of tax filing due to registered businesses and tax payment of taxes due.

BELLEVUE

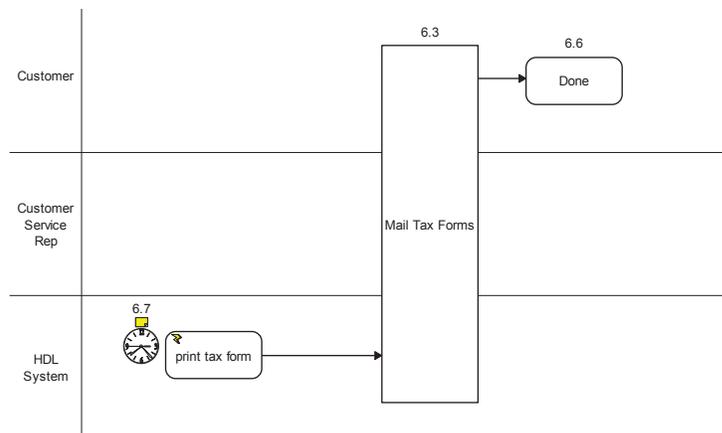


BELLINGHAM

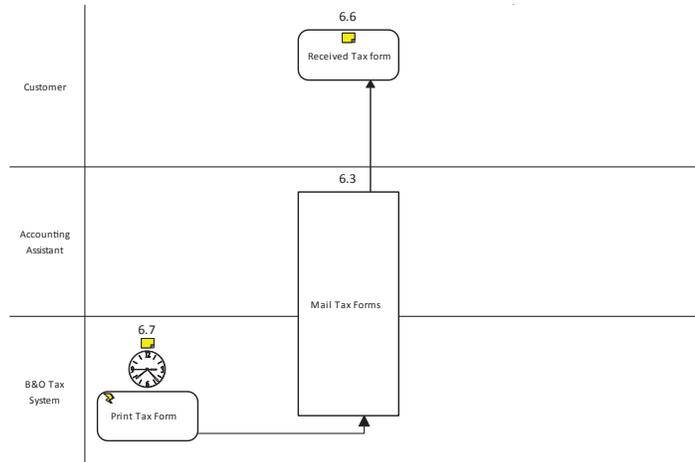
NOTE:

Required filing even owe no taxes

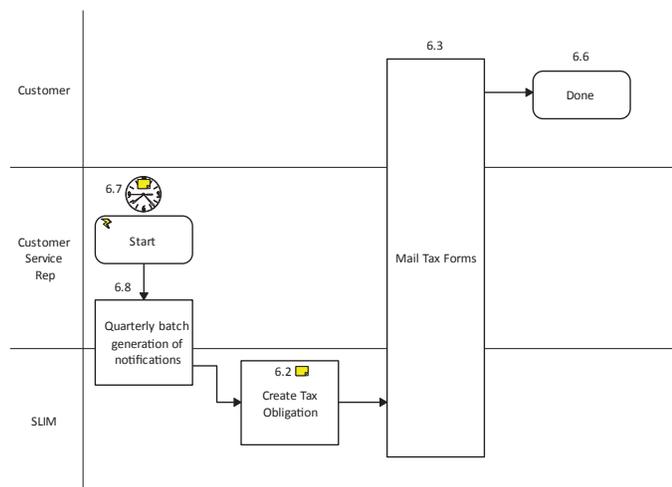
Self reports as how much tax owed



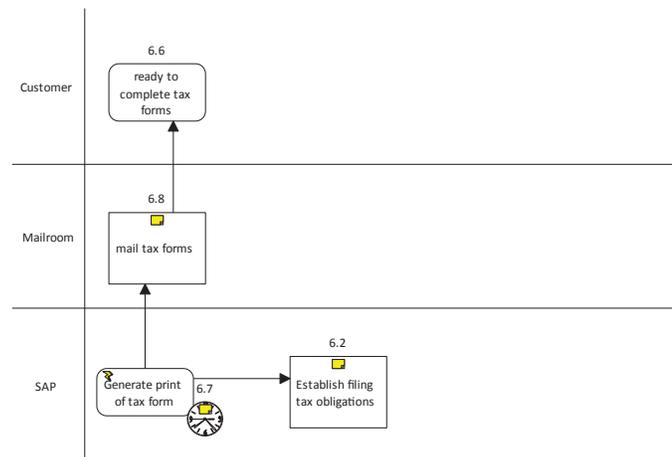
EVERETT



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TACOMA



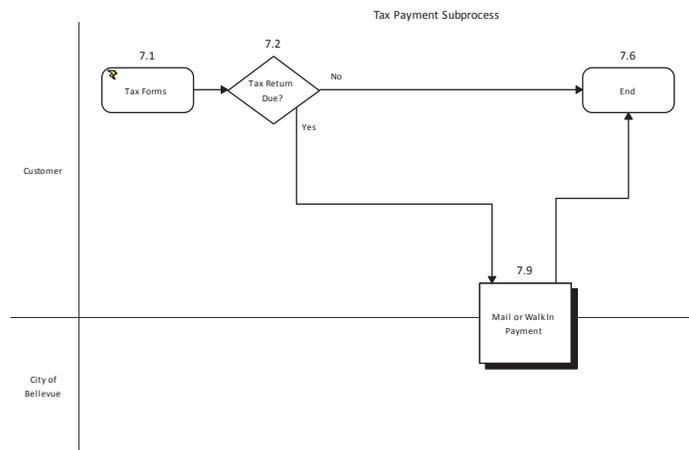
Appendix C

As-is Workflow continued

Tax Filing and Payment Subprocess

Tax Payment Sub-Process includes filing tax returns and payment of taxes due.

BELLEVUE

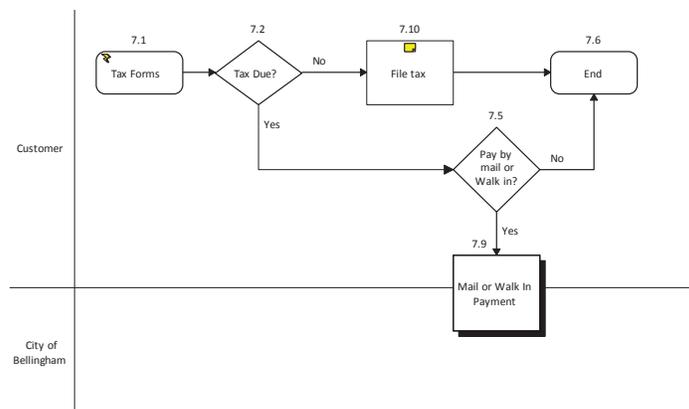


BELLINGHAM

NOTE:

All must file tax, even owe no money

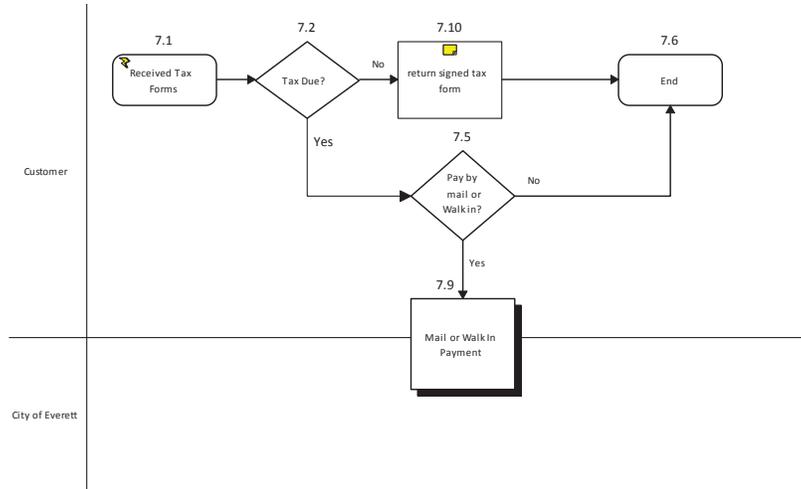
Bellingham doesn't do filing taxes online



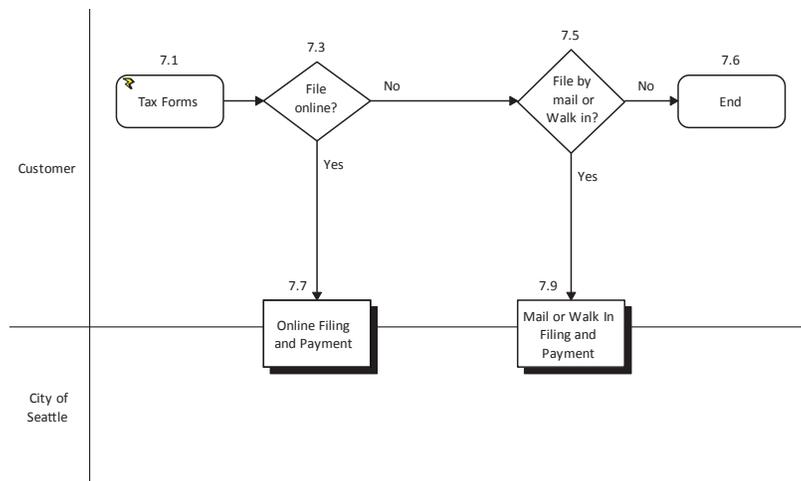
EVERETT

NOTE:

Everett can only pay taxes in person or via mail



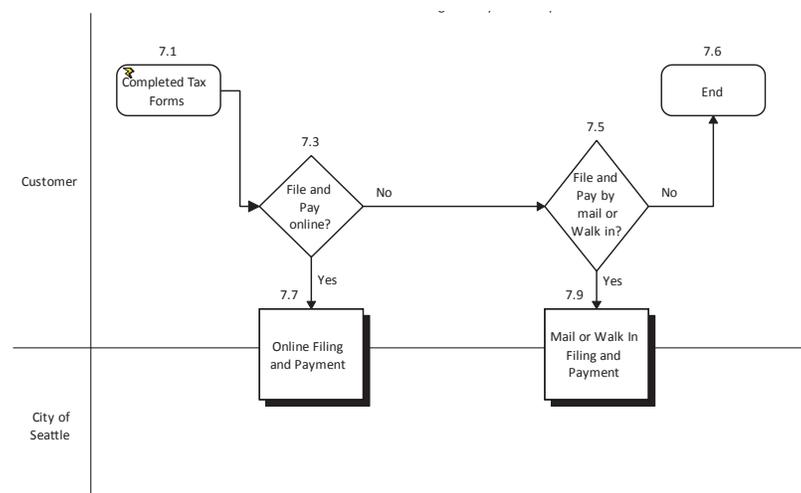
SEATTLE



TACOMA

NOTE:

All customers are required to file taxes, either owing or not owing taxes.



Appendix C

As-is Workflow continued

On-line Tax Filing and Payment

BELLEVUE

N/A

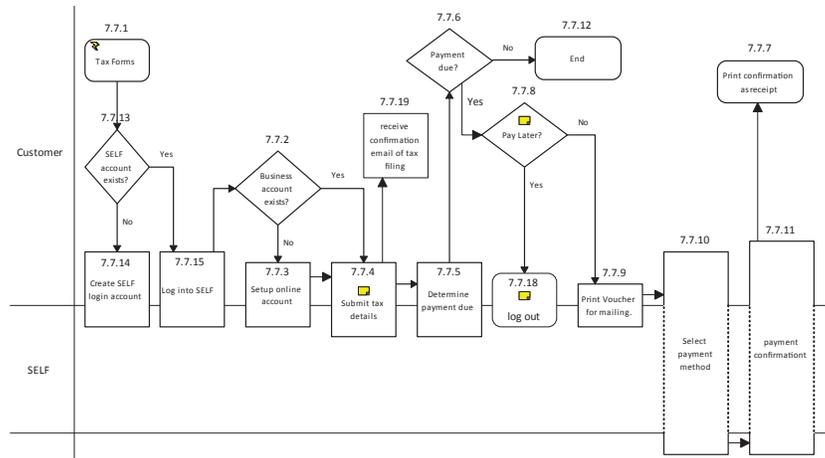
BELLINGHAM

N/A

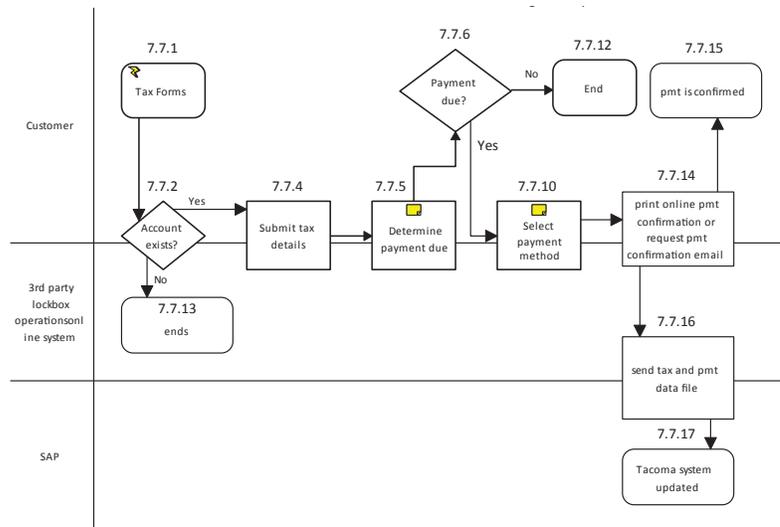
EVERETT

N/A

SEATTLE



TACOMA

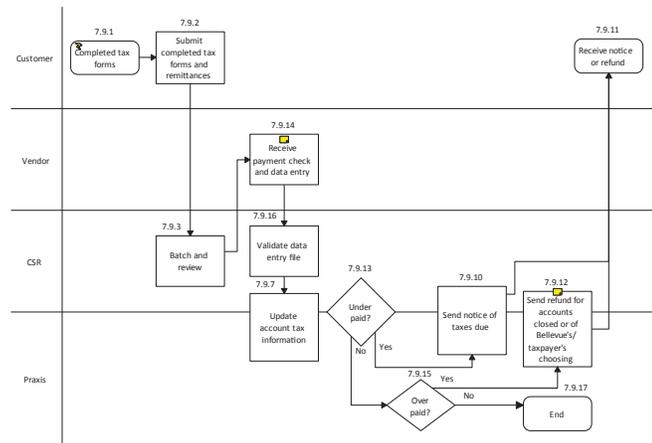


Appendix C

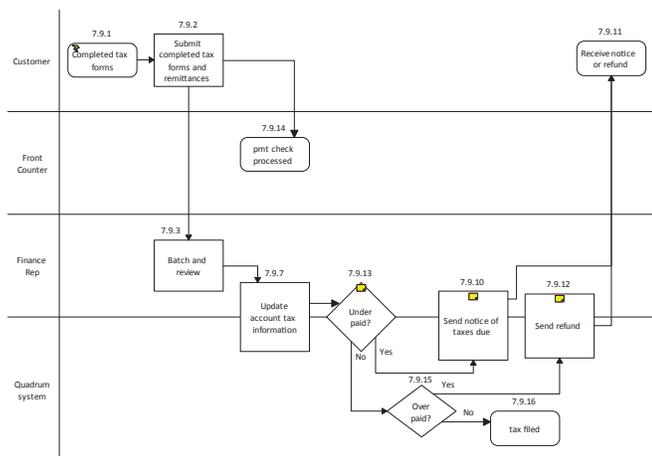
As-is Workflow continued

Mail or Walk-in Filing and Payment

BELLEVUE



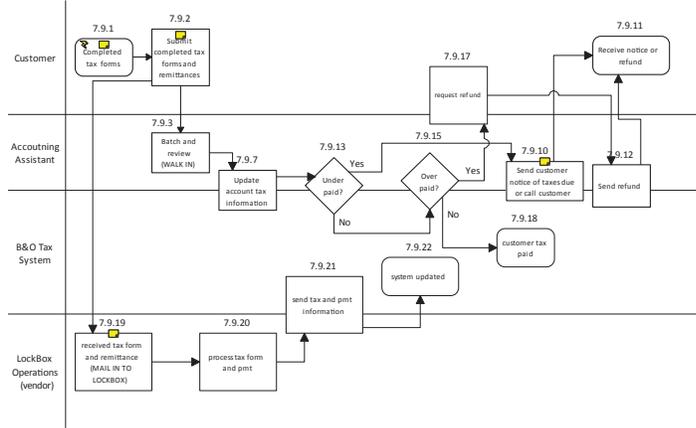
BELLINGHAM



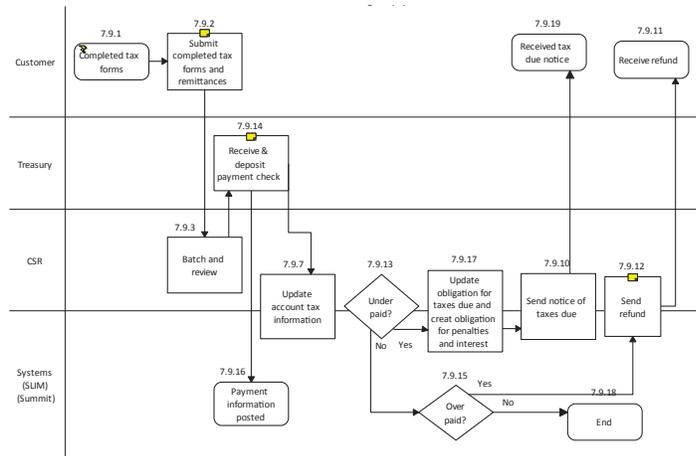
EVERETT

NOTE:

In Everett, there are two mechanisms to process tax information and pmt: Walk In (Process by Everett staff) and Mail In (Process by vendor lockbox operations)



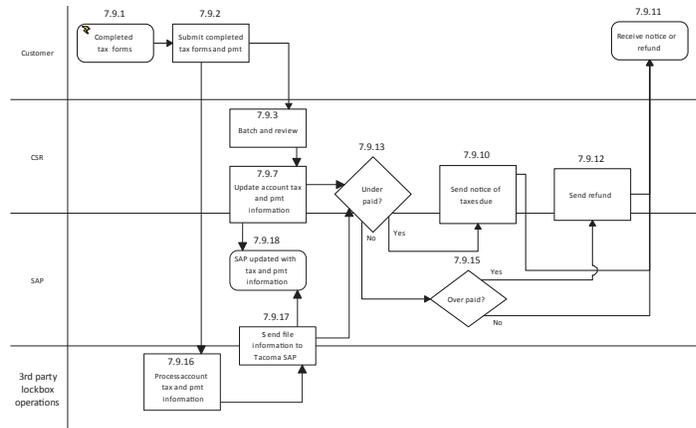
SEATTLE



TACOMA

NOTE:

In Mail-In, the completed tax form and payment are sent to a 3rd party lockbox operations, where they are processed and the data file is sent to Tacoma for update into SAP. In Walk-In, they are handled by CSR.



Appendix D

Five Cities Backend Systems

The Portal will need to support each city’s License Issuance and Tax Collection processes and the data collected through the portal will need to flow to the backend systems to enable accounting, treasury, and reporting functions. The following tables capture attributes for each city’s backend systems.

BELLEVUE

ID	Attributes	Attribute Description	Accounting System	Treasury System	Reporting System	Tax & License System
1	Name	Name of the system	JDE	CLASS (receipting system)/JDE	JDE	Praxis
2	Development Language	Type of the development language used (e.g. Cobol, Java, C/C++, ABAP)	Java/C	Unknown	Java/C	C#, VB.Net
3	Type of Database	Type of database used (e.g. DB2, SQL Server, Oracle)	SQL Server	SQL Server	SQL Server	SQL Server 2008
4	Operating System	Type of OS used (e.g. Windows, Linux, Unix)	Windows 2003/2008	Windows 2003	Windows 2003/2008	Windows
5	Hardware	Where the software resides (e.g. Mainframe, Servers)	Server	Server	Server	PC
6	User Interface	How user interfaces with the system (e.g. GUI, Text Navigation)	GUI	GUI	GUI	Web (ASP.Net)
7	Age	How long in operations (e.g. 2 years, 10 years, 15+ years)	10 year	10 year	10 year	New

BELLINGHAM

ID	Attributes	Attribute Description	Accounting System	Treasury System	Reporting System	Tax & License System
1	Name	Name of the system	Cayenta (Harris Computers)	Sympro	Crystal Reports (Business Objects)	HDL (HDL Software LLC)
2	Development Language	Type of the development language used (e.g. Cobol, Java, C/C++, ABAP)	Cobol	Visual Basic	N/A	Visual Basic
3	Type of Database	Type of database used (e.g. DB2, SQL Server, Oracle)	Oracle	DBF	N/A	SQL Server
4	Operating System	Type of OS used (e.g. Windows, Linux, Unix)	Windows	Windows	Windows	Windows
5	Hardware	Where the software resides (e.g. Mainframe, Servers)	Server	Server	Server	Server
6	User Interface	How user interfaces with the system (e.g. GUI, Text Navigation)	Web based GUI	GUI	Web based GUI	GUI
7	Age	How long in operations (e.g. 2 years, 10 years, 15+ years)	25 years	13 years	15 years	15 years

EVERETT

ID	Attributes	Attribute Description	Accounting System	Treasury System	Reporting System
1	Name	Name of the system	Cayenta	B&O Tax/ Cashiering System	Cayenta
2	Development Language	Type of the development language used (e.g. Cobol, Java, C/C++, ABAP)	Cobol	Delphi	Cobol
3	Type of Database	Type of database used (e.g. DB2, SQL Server, Oracle)	Oracle	Oracle	Oracle
4	Operating System	Type of OS used (e.g. Windows, Linux, Unix)	Windows	Windows	Windows
5	Hardware	Where the software resides (e.g. Mainframe, Servers)	Server	Server	Server
6	User Interface	How user interfaces with the system (e.g. GUI, Text Navigation)	GUI	GUI	GUI
7	Age	How long in operations (e.g. 2 years, 10 years, 15+ years)	19 years	11+ years	19 years

SEATTLE

ID	Attributes	Attribute Description	Accounting System	Treasury System	Reporting System
1	Name	Name of the system	SUMMIT	STORM	SLIM
2	Development Language	Type of the development language used (e.g. Cobol, Java, C/C++, ABAP)	Cobol, PeopleCode, SQR	ASP.net	Powerbuilder 9
3	Type of Database	Type of database used (e.g. DB2, SQL Server, Oracle)	Oracle	Oracle	SQL Server
4	Operating System	Type of OS used (e.g. Windows, Linux, Unix)	Windows	Windows	Windows
5	Hardware	Where the software resides (e.g. Mainframe, Servers)	Servers	Servers	Servers
6	User Interface	How user interfaces with the system (e.g. GUI, Text Navigation)	Text Navigation	Text Navigation	Text Navigation
7	Age	How long in operations (e.g. 2 years, 10 years, 15+ years)	15+	2	15

TACOMA

ID	Attributes	Attribute Description	Accounting System	Treasury System	Reporting System
1	Name	Name of the system	SAP	SAP	SAP
2	Development Language	Type of the development language used (e.g. Cobol, Java, C/C++, ABAP)	ABAP	ABAP	ABAP
3	Type of Database	Type of database used (e.g. DB2, SQL Server, Oracle)	Oracle runtime licensing thru SAP	Oracle runtime licensing thru SAP	Oracle runtime licensing thru SAP
4	Operating System	Type of OS used (e.g. Windows, Linux, Unix)	Unix	Unix	Unix
5	Hardware	Where the software resides (e.g. Mainframe, Servers)	Sun SPARC servers	Sun SPARC servers	Sun Solaris SPARC
6	User Interface	How user interfaces with the system (e.g. GUI, Text Navigation)	SAPGui	SAPGui	SAPGui
7	Age	How long in operations (e.g. 2 years, 10 years, 15+ years)	8 years	8 years	8 years

Appendix E

As-is Form & Data TMatrix

The As-is License Data & Forms TMatrix (General Business License), As-is Tax Data & Forms TMatrix, and As-is License Data & Forms TMatrix (Regulatory Licenses) were created to enable comparison of high level data among the cities. The tables have been reviewed and approved by each city.

Forms	Descriptions	Fields on Forms	Bellevue	Bellingham	Everett	Seattle	Tacoma
Application/ Renewal/ Modification	Office Use Only	City Business License Number	X			X	X
	Office Use Only	Obligation Number and Amount				X	X
		State of WA UBI #	X	X	X	X	X
		FEIN		X	X	X	X
		State of WA Contractor #				X	X
		City Vendor ID # (If applicable)				X	
		Internet Address (if applicable)	X			X	
		email address	X	X			
		Previous City Business License ? (Y/N)	X			X	X
		NAICS code	X			X	X
		Type of Business/Ownership Structure (change to Legal Entity Type)	X	X	X	X	X
		Non Profit Org? (Y/N)	X			X	X
		Legal Name or Entity Name	X	X	X	X	X
		Trade Name (DBA)	X	X	X	X	X
		Starting Date of Business	X	X			
		Starting Date of Business in the City	X	X	X	X	X
		Business located in the City? (Y/N)	X				X
		Gambling activities? (Y/N)	X	X			X
		Have cardroom? (Y/N)		X			
		Owner operates mechanical devices? (Y/N)					X
		Physical Business Location/address	X	X		X	X
		Mailing Address	X	X	X		X
		Mailing Address for Licensing and Renewal				X	
	Mailing Address for Tax Form				X		
	Business Phone	X	X		X	X	

LEGEND	 Common data elements between regulatory licenses/forms
	 Common data elements between GBL form and regulatory license/forms
	 Data element relating to square footage

Forms	Descriptions	Fields on Forms	Bellevue	Bellingham	Everett	Seattle	Tacoma	
Application/ Renewal/ Modification (continued)		Cell Phone				X	X	
		Fax	X	X		X	X	
		Other Location		X		X	X	
		Nature of Business (Business Classifications, eg retail, wholesales)	X	X	X	X		
		Regulated activities (e.g. adult entertainment)	X	X		X	X	
		Business Activities subject to other taxes (e.g. gambling, utility, admission, etc.)	X			X	X	
		Business charge admission fee? (Y/N)	X	X				
		Price scanning ? (Y/N)				X		
		Detailed Description of Business	X	X	X	X	X	
		Names of Principals	X	X		X	X	
		Tax Reporting Status (Q or A)				X	X	
		Estimated Gross Income	X	X			X	
		Purchase Business ? (Entire or Portion)	X			X	X	
		A utility customer?					X	
		Commercial & Industrial survey questionnaires					X	
		Have you contacted Building and Land Use Services regarding zoning? (Y/N)			X		X	
		Have you contacted fire department regarding fire requirements? (Y/N)			X		X	
		General Regulatory licenses?			X		X	
		Do you own real estate you rent or lease? (Y/N)					X	
		Former Owner	X	X	X	X	X	
		Signature block	X	X	X	X	X	
		Other fees owed?			X			
		Fees Due	X	X		X	X	
	Office Use Only		Processed by (Initials and Date)				X	X
	Office Use Only		Tax Form mailed (initial and Date)				X	X
	Office Use Only		Enforcement (Initial and Date)				X	
	Office Use Only		License # issued (Initial and Date)				X	

Appendix E

As-is Form & Data TMatrix *continued*

Forms	Descriptions	Fields on Forms	Bellevue	Bellingham	Everett	Seattle	Tacoma
Application/ Renewal/ Modification (continued)	Office Use Only	type of ID					X
	Office Use Only	ID #					X
	Office Use Only	annual business license year and amt paid					X
	Office Use Only	tax paid					X
	Office Use Only	licenses					X
	Office Use Only	Forms sent (Initial and dates)					X
	Office Use Only	Incomplete application returned (Initial and dates)					X
	Office Use Only	(System Entry) Initial and dates					X
	Office Use Only	Payment data		X			
		Purpose of Application (e.g. new application, change ownership, etc.)	X	X	X		
		Registrations Needed	X				
		Prior Business?	X	X			X
		Business from Residence? (Y/N)	X	X			X
		Square footage	X				X
		WMBE				X	
		Comment (free text field)					
	Additional data element for modification		Business Closed and date	X			X

LEGEND Common data elements between regulatory licenses/forms
 Common data elements between GBL form and regulatory license/forms
 Data element relating to square footage

Forms	Descriptions	Fields on Forms	Bellevue	Bellingham	Everett	Seattle	Tacoma
Application/ Renewal/ Modification (continued)	Additional data element for modification	Business closed in the city only	X			X	
	Additional data element for modification	Business sold to (name, address, date , etc)	X			X	X
	Additional data element for modification	Business Entity Changed (same as new legal entitiy information)	X			X	X
	Additional data element for modification	Business Location change and new location	X			X	X
	Additional data element for modification	Business new location mailing address	X			X	X
	Additional data element for modification	New Business Contact Information (from Fax email)	X			X	X
	Additional data element for modification	Cancel trade name	X			X	
	Additional data element for modification	Legal owner name change	X			X	
	Additional data element for modification	add and removal spouse (date and reason)	X			X	
		Rental Properties addresses					X
		Registered agent?					X
		Emergency contact			X		
		Alarm company contact			X		

Appendix E

As-is Form & Data TMatrix *continued*

Forms	Descriptions	Fields on Forms	Bellevue	Bellingham	Everett	Seattle	Tacoma	
General Tax Form	Header data	Account #	X	X	X	X	X	
	Header data	Invoice #					X	
	Header data	Obligation #				X		
	Header data	Date Tax Due	X	X	X	X	X	
	Header data	Year			X	X	X	
	Header data	Quarter	X		X	X		
	Header data	# of Employees			X			
	Header data	Name	X	X	X	X		
	Header data	Business Address		X	X		X	
	Header data	Mailing Address	X	X		X	X	
	Header data	Tax Period	X	X		X	X	
	Header data	Business Name		X		X	X	
	Header data	Business Phone #			X			
	Header data	Business Fax #			X			
	Header data	Start Date			X			
	Header data	SIC Code			X			
	Header data	Rate Type			X			
	Header data	Business Type			X			
	Header data	Description of Business			X			
	Header data	Ownership Type			X			
	Header data	Email Address			X			
	Header data	UBI #			X			
	Header data	FEIN			X			
	Header data	Principles			X			
	Header data	Emergency Contact			X			
	Header data	Alarm Company Contact			X			
			Tax Classification (Applies to All Gross Receipt Tax Type)	X	X		X	X
			Gross Rev by Classifications	X	X	X	X	X
			Income by Period (Montly, Quarterly, Annual , Non Filing)			X		
			Deduction by Classification	X	X	X	X	X
			Taxable Rev by Classification	X	X	X	X	X
			Tax Amount Due by Classification (Calculated Field)	X	X	X	X	X
			Taxable B & O Receipt Subtotal (Calculated Field)	X				
		Business License Tax Subtotal (Calculated Field)				X		
		Taxble B&O Tax Due Due Subtotal (Calculated Field)	X	X				

LEGEND Common data elements between regulatory licenses/forms
 Common data elements between GBL form and regulatory license/forms
 Data element relating to square footage

Forms	Descriptions	Fields on Forms	Bellevue	Bellingham	Everett	Seattle	Tacoma
General Tax Form (continued)	Data element relating to square footage	No Square Footage Business Tax (Exempt or Entitle to 100% Credit)	X			X	
	Data element relating to square footage	Taxable Floor Space Type				X	
	Data element relating to square footage	Deductible Space	X				
	Data element relating to square footage	Net Rentable Floor Space	X				
	Data element relating to square footage	Taxable Square Footage by Floor Space Type				X	
	Data element relating to square footage	Tax Due by Floor Space Type				X	
	Data element relating to square footage	Taxable Area Supporting Business Outside of City	X				
	Data element relating to square footage	Adjusted Rentable Area (Calculated Field)	X				
	Data element relating to square footage	Total Receipt Earned by Incity Location And Not Taxed by City Gross Receipt Tax	X				
	Data element relating to square footage	Total Receipts Earned by Incity Locations	X				
	Data element relating to square footage	Square Footage Tax Before Credit (Calculated Field)				X	
	Data element relating to square footage	Taxable % (Calculated Field)	X				
	Data element relating to square footage	Taxable Area For Business Activity In City	X				
	Data element relating to square footage	Total Taxable Square Footage	X				
	Data element relating to square footage	Square Footage Tax Due	X			X	
	Data element relating to square footage	Credit Type				X	

Appendix E

As-is Form & Data TMatrix *continued*

Forms	Descriptions	Fields on Forms	Bellevue	Bellingham	Everett	Seattle	Tacoma
General Tax Form (continued)	Data element relating to square footage	Service Income Subject to Tax Under Smc 5.45.080				X	
	Data element relating to square footage	Service Income Subject to Tax Under Smc 5.45.081				X	
	Data element relating to square footage	Retail/Wholesales Sales Delivered Within Wa That Has Not Been Taxed Under Eligible Gross Receipt Tax				X	
	Data element relating to square footage	Amount of Total Sales And Services Gross Income Generated by Seattle Locations				X	
	Data element relating to square footage	% to Be Credited Against the Square Footage Business Tax (Cal Field)				X	
	Data element relating to square footage	Square Footage Tax Credit (Cal Field)				X	
	Data element relating to square footage	Square Footage Tax Due Before Maximum Square Footage Tax Credit				X	
	Data element relating to square footage	Maximum Square Footage Credit				X	
	Data element relating to square footage	Total by Credit Type				X	
	Data element relating to square footage	Total Square Footage Business Tax Credit/Exemption				X	
		B&O Tax Due (Calculated Field)	X		X	X	
		MATC (Credit)	X	X		X	X
		Job Credits					X
		Small Business Credits					X
		Adjusted Tax Due (Amount Due Before Interest And Penalty For All Tax Types)	X			X	
		Account Balance	X				
		Interest Due	X			X	X
		Penalty Due	X	X	X	X	X
		Previous Balance		X			
		Amount Due This Period			X		
		Over/Under Payment			X		
		Total to Be Paid	X	X	X	X	X
		Table of Deduction	X		X	X	X
	Signature Block	X	X	X	X	X	
	Business Change? (Close/Sold/Transfer)	X	X	X	X	X	

LEGEND Common data elements between regulatory licenses/forms
 Common data elements between GBL form and regulatory license/forms
 Data element relating to square footage

Forms	Descriptions	Fields on Forms	Bellevue	Bellingham	Everett	Seattle	Tacoma
Tax Schedules							
Apportionment Schedule/ Worksheet		Date Due	X	X			X
		Reporting Period	X	X			X
		Registration #	X	X			X
		Total Gross Svc Receipt	X	X		X	X
		Appropriate Deduction Allowed	X	X		X	X
		Apportionable Svc Receipts	X	X		X	X
		Total City Payroll Costs	X	X		X	X
		Total Company Wide Payroll Costs	X	X		X	X
		Payroll Factor	X	X		X	X
		Total City Svc Receipts	X	X		X	X
		Total Company Wide Svc Receipts	X	X		X	X
		Svc Income Factor	X	X		X	X
		Total Apportionment Factor	X	X		X	X
		% of Svc Income Apportioned to City	X	X		X	X
	City Taxable Svc Receipts	X	X		X	X	
Square Footage Schedule/ Worksheet		See Notes On Left	X			X	
MATC Schedule/ Worksheet		Date Due	X			X	
		Reporting Period	X	X		X	X
		Registration #	X	X		X	X
		Company Name		X		X	X
		Prepared By		X		X	X
	External credit	Taxable Amt by Activitie Types Resulting In Credit	X	X		X	X
	External credit	Gross Receipts Tax Paid For City by Activity Types Resulting In Credit	X	X		X	X
	External credit	Gross Receipts Tax Paid For Non City by Activity Types Resulting In Credit	X	X		X	X
	External credit	Credit by Activity Types Resulting In Credit	X	X		X	X
	Internal credit	Taxable Amt by Activitie Types Resulting In Credit	X	X		X	X
	Internal credit	Gross Receipts Tax Paid Extracted by Activitie Types Resulting In Credit	X	X		X	X
	Internal credit	Gross Receipt Tax Paid by Activity Resulting In Tax Credit For Each Tax Classification	X	X		X	X
	Internal credit	Credit by Activitie Types Resulting In Credit	X	X		X	X
		Total External & Internal Credits	X	X		X	X

Appendix E

As-is Form & Data TMatrix *continued*

Forms	Descriptions	Fields on Forms	Bellevue	Bellingham	Everett	Seattle	Tacoma
Deduction Schedule/ Worksheet		Date Due	X	X		X	X
		Reporting Period	X	X		X	X
		Registration #	X	X		X	X
		Individual Deduction Type For Each Tax Classification	X	X	X	X	X
		Subtotal of Deductions For Each Tax Classification	X	X	X	X	X
Job Credit Supplemental Sheet		Acct #					X
		State Employer ID					X
		Business Type					X
		Name of Owner, Partnership, Corp, LLC					X
		DBA					X
		Business Address					X
		Mailing Address					X
		# of Full Time Employees at Tacoma Location Last Year					X
		# of Full Time Employees at Tacoma Location Prior to New Position					X
		Number of Full Time Employees at Tacoma Location Including New Position					X
		Date New Position Filled					X
		Job Title of New Position					X
		Hourly Rate Paid					X
		Number of Hours Worked Per Week					X
		Keep the New Position For at Least 5 Yr? Y/N					X
	Signature Block					X	
	Date					X	

LEGEND Common data elements between regulatory licenses/forms
 Common data elements between GBL form and regulatory license/forms
 Data element relating to square footage

Forms	Descriptions	Fields on Forms	Bellevue	Bellingham	Everett	Seattle	Tacoma
Regulatory Applications							
Bellevue Forms							
Adult Cabaret Establishment		Charging Admission Or Gambling (check box)	X				
		Square feet of office space	X				
		Registered In City before (Y/N). If has, wants registration # and Business Name	X			X	
		Conduct business from your home? (Y/N)	X				
		Require home occupation permit? (Y/N)	X				
		Non Profit Org? (Y/N)	X				
		You or principles own similar business? (Y/N)	X				
		Past business license revoked/suspended? (Y/N)	X			X	
		Location and Legal Description of Properties	X			X	
		Attachment	X			X	
Ambulance Addendum		Square feet of office space	X				
		Registered In City before (Y/N). If has, wants registration # and Business Name	X				
		Conduct business from your home? (Y/N)	X				
		Require home occupation permit? (Y/N)	X				
		Non Profit Org? (Y/N)	X				
		Total # of Amulance w/I city limit?	X				
		Total # of Certified Amulance attendance?	X				
		Submit attachment	X				
Pawn Broker/ Dealer		Orginal or Renewal ?	X			X	
		Date of first activity in city	X				
		Business Name	X			X	
		Trade Name/DBA	X			X	
		Business Address	X			X	
		Phone	X			X	
		City Registration #	X			X	
		Business Type	X			X	
		Names of Principles	X			X	
		Pawn Broker (Y/N)	X				
		Dealer (Y/N)	X				
		Signature block	X			X	
	Office Use Only	Approval or Reject	X			X	

Appendix E

As-is Form & Data TMatrix continued

Forms	Descriptions	Fields on Forms	Bellevue	Bellingham	Everett	Seattle	Tacoma
Cabaret		Business Activity	X				
		Square feet of office space	X				
		Registered In City before (Y/N). If has, wants registration # and Business Name	X				
		Conduct business from your home? (Y/N)	X				
		Require home occupation permit? (Y/N)	X				
		Non Profit Org? (Y/N)	X				
		Manager Name	X				
Dance Hall Premises		Business Activity	X			X	
		Square feet of office space	X				
		Registered In City before (Y/N). If has, wants registration # and Business Name	X			X	
		Conduct business from your home? (Y/N)	X				
		Require home occupation permit? (Y/N)	X				
		Non Profit Org? (Y/N)	X				
		Operator	X			X	
		Felony within last 5 years? (Y/N)	X			X	
		Measure to ensure adequate traffic control and crowd protection	X			X	
Panoram Premises		Charging Admission Or Gambling (check box)	X				
		Square feet of office space	X				
		Registered In City before (Y/N). If has, wants registration # and Business Name	X			X	
		Conduct business from your home? (Y/N)	X				
		Require home occupation permit? (Y/N)	X				
		Non Profit Org? (Y/N)	X				
		Operator	X			X	
		List of Panoram Devices	X			X	
		Attachment	X			X	
Personal/Criminal History		Cabaret? (Y/N)	X				
		Adult Cabaret (Y/N)	X				
		Personal Information	X				
		Criminal History	X				
		Employment History	X				
		Attachment	X				
		Signature block	X				

LEGEND Common data elements between regulatory licenses/forms
 Common data elements between GBL form and regulatory license/forms
 Data element relating to square footage

Forms	Descriptions	Fields on Forms	Bellevue	Bellingham	Everett	Seattle	Tacoma
Bellingham Forms							
Generic Regulatory License Form		Name		X			
		Address		X			
		Mailing Address		X			
		Phone #		X			
		Business Name		X			
		Business Address		X			
		Detailed description of business		X			
		Regulatory licenses needed		X			
		Fee		X			
		Length of time licenses needed		X			
		Signature block		X			
		Receipt #		X			
Police Licensed Background Investigation Application		Name		X			
		Alias (other names used)		X			
		Driver License #		X			
		Address		X			
		Date of Birth		X			
		Birth Place		X			
		Citizenship		X			
		Age		X			
		Sex		X			
		Race		X			
		Height		X			
		Weight		X			
		Eye color		X			
		Hair color		X			
		SSN		X			
		Phone #		X			
		Name & address of last employer		X			
		Felony conviction the last 10 yrs? (Y/N)			X		
		Misdemeanors conviction last 10 yrs? (Y/N)			X		
		Signature block			X		
Office Use Only	fingerprints taken by			X			
Office Use Only	background checked by			X			
Office Use Only	approved or denied			X			
Office Use Only	date of decision			X			
Office Use Only	Background investigation results			X			
Office Use Only	Background investigation completed by			X			
Office Use Only	Date			X			
Teen Dance Hall supplemental form		List of approving dept		X			

Appendix E

As-is Form & Data TMatrix continued

Forms	Descriptions	Fields on Forms	Bellevue	Bellingham	Everett	Seattle	Tacoma
Adult Entertainment supplemental form		Date		X			
		Type		X			
		Name		X			
		Alias (other names used)		X			
		Home address		X			
		Mailing address		X			
		Address for the past 5 years		X			
		Date of birth		X			
		Citizenship		X			
		Birth place		X			
		Ssn		X			
		Age		X			
		Sex		X			
		Race		X			
		Height		X			
		Weight		X			
		Eye color		X			
		Phone #		X			
		Hair color		X			
		Driver license		X			
		Identifying birthmark, tatoo, scars? (Y/N)			X		
		Spouse or next of kin			X		
		Convicted of misdemeanor?			X		
		Principles			X		
		Name of business			X		
		Business telephone			X		
		Business address			X		
		Mailing address			X		
		Property owner			X		
		Property lessee			X		
		Legal description of property location			X		
		Partnership or corporation?			X		
		Has attachments			X		
		Signature block			X		
Office Use Only		Approval agency table		X			
Office Use Only		Identification		X			
Office Use Only		Checked by		X			
Office Use Only		Date		X			
Office Use Only		Fingerprinted by		X			
Office Use Only		Date		X			

LEGEND Common data elements between regulatory licenses/forms
 Common data elements between GBL form and regulatory license/forms
 Data element relating to square footage

Forms	Descriptions	Fields on Forms	Bellevue	Bellingham	Everett	Seattle	Tacoma
Everett Forms							
Hotels/Motels		Business name			X		
		Dbn			X		
		Location address			X		
		# Of rooms			X		
		Phone #			X		
		Purpose of application? (New or renewal)			X		
		Ownership structure			X		
		Principles			X		
		Convicted of any crime?			X		
		Notorized signature block			X		
	Office Use Only	Police dept approval or deny			X		
	Office Use Only	Comment			X		
	Office Use Only	Approval or denied			X		
	Office Use Only	Date issued?			X		
	Office Use Only	Special license			X		
	Office Use Only	Fee			X		
	Office Use Only	License # issued			X		
	Office Use Only	Receipt #			X		
Generic Regulatory Application Form		Date			X		
		Type of regulatory license			X		
		Fee \$ amount			X		
		Name of business			X		
		Business phone #			X		
		Business address			X		
		Type of business			X		
		Name			X		
		Dob			X		
		Home phone #			X		
		Alias			X		
		Home address			X		
		Previous addresses (last two years)			X		
		Driver license #			X		
		Vehicle make			X		
		Vehicle model			X		
		Vehicle year			X		
		Vehicle color			X		
		License #			X		
		License state			X		
	Reference name and address			X			
	Signature block			X			

Appendix E

As-is Form & Data TMatrix continued

Forms	Descriptions	Fields on Forms	Bellevue	Bellingham	Everett	Seattle	Tacoma
Generic Regulatory Application Form (continued)	Office Use Only	Police approved/rejected			X		
	Office Use Only	Fire approved/rejected			X		
	Office Use Only	Bldg approved/rejected			X		
	Office Use Only	Bond			X		
	Office Use Only	Insurance			X		
	Office Use Only	Treasurer's receipt #			X		
	Office Use Only	License #			X		
	Office Use Only	Date issued			X		
	Office Use Only	By			X		
Towing Service		Business name			X		
		Business address			X		
		Business phone			X		
		Home phone			X		
		Business owner name			X		
		Dob			X		
		Driver license #			X		
		State			X		
		Home address			X		
		Type of business			X		
		Ever convicted of crime?			X		
		Ever forfeited bail?			X		
		Storage facility address			X		
		List of tow truck			X		
		Date			X		
		Signature block			X		
	Office Use Only	New or renewal			X		
	Office Use Only	Police approval			X		
	Office Use Only	Issue date			X		
	Office Use Only	Gbl #			X		
Office Use Only	Insurance expiration date			X			
Office Use Only	Treasurer's receipt #			X			
Public Dancehall		Date			X		
		Business name			X		
		Business address			X		
		Businss phone			X		
		Business legal type			X		
		Operator (mgr) name			X		
		Home address			X		
		Phone #			X		
		Property owner name			X		
		Home address			X		
		Phone #			X		
		Business address			X		
		Certification or notary			X		

LEGEND Common data elements between regulatory licenses/forms
 Common data elements between GBL form and regulatory license/forms
 Data element relating to square footage

Forms	Descriptions	Fields on Forms	Bellevue	Bellingham	Everett	Seattle	Tacoma
Public Dancehall	Office Use Only	Approved or reject by various parts of the city			X		
	Office Use Only	Fee			X		
	Office Use Only	Cash bond			X		
	Office Use Only	Receipt #			X		
	Office Use Only	Issue date			X		
Second Hand Dealer/ Pawnbroker		Second hand dealer or pawnbroker?			X		
		Business name			X		
		Business address			X		
		Business phone			X		
		Applicant anme			X		
		Dob			X		
		Alias			X		
		Home address			X		
		Home phone			X		
		Height			X		
		Weight			X		
		Sex			X		
		Eye color			X		
		Hair color			X		
		Convicted of crime?			X		
		Forfeited bail?			X		
		Reference name and phone #			X		
	Office Use Only	Police department approve or denied?			X		
	Office Use Only	Fee amount			X		
	Office Use Only	Crime history check fee amt			X		
Office Use Only	Total fee collected			X			
Office Use Only	Receipt #			X			
Office Use Only	Date issued			X			
Mobile Food Unit License		For month & year			X		
		Fee amount			X		
		Business name			X		
		Business address			X		
		Type of business			X		
		Name			X		
		Dob			X		
		Home phone			X		
		Alias			X		
		Home address			X		
		Previous address last 2 yr			X		
		Driver license #			X		
		Vehicle make			X		
		Model			X		
	Vehicle year			X			

Appendix E

As-is Form & Data TMatrix continued

Forms	Descriptions	Fields on Forms	Bellevue	Bellingham	Everett	Seattle	Tacoma
Mobile Food Unit License (continued)		Vehicle color			X		
		License #			X		
		License state			X		
		Reference name, address, and phone #			X		
		Signature block			X		
	Office Use Only	Approved or denied			X		
	Office Use Only	Cash bond \$ amount			X		
	Office Use Only	Amount paid			X		
	Office Use Only	Treasurer's receipt #			X		
	Office Use Only	Date of receipt			X		
Personnel list working on mobile food unit		Last name			X		
		First name			X		
		Middle ame			X		
		SSN			X		
		DOB			X		
		Birth state			X		
		Height			X		
		Weight			X		
		Hair color			X		
		Eye color			X		
		Driver license #			X		
		Issuing state			X		
Solicitor, Canvasser or Peddler		Event date			X		
		Applicant name			X		
		Home address			X		
		Local address			X		
		Local phone			X		
		Birthdate			X		
		Sex			X		
		Height			X		
		Weight			X		
		Eye color			X		
		Hair color			X		
		Driver license #			X		
		Issuing state			X		
		Convicted of crime?			X		
		Forfeited bail?			X		
		Company name			X		
		Company address			X		
		Local supervisor			X		
		Nature of business			X		
		Merchandise sold			X		
	Where is product stored			X			

LEGEND	Common data elements between regulatory licenses/forms
	Common data elements between GBL form and regulatory license/forms
	Data element relating to square footage

Forms	Descriptions	Fields on Forms	Bellevue	Bellingham	Everett	Seattle	Tacoma
Solicitor, Canvasser or Peddler (continued)		Method of delivery			X		
		Vehicle information			X		
		Signature block			X		
	Office Use Only	Approve/deny			X		
	Office Use Only	Fee			X		
	Office Use Only	Receipt #			X		
	Office Use Only	Date issued			X		
Taxi Driver		Date			X		
		Applicant name			X		
		Home address			X		
		Home phone			X		
		Work phone			X		
		Previous address last 2 yr			X		
		Ssn			X		
		Sex			X		
		Race			X		
		Height			X		
		Weight			X		
		Eye color			X		
		Hair color			X		
		Birthplace			X		
		Birthdate			X		
Criminal History form		Driver license #			X		
		Employer			X		
		Prior experience transporting passengers (y/n)			X		
		Prior transport employer info			X		
		References			X		
		Signature block			X		
		Convicted of crime?			X		
		Ever received traffic infraction?			X		
		License ever be revoked or suspended?			X		
		Date			X		
		Signature block			X		
	Office Use Only	Approved or rejected by police			X		
	Office Use Only	Treasury receipt amount			X		
	Office Use Only	License issued:			X		
	Office Use Only	By:			X		
Office Use Only	Total fees			X			

Appendix E

As-is Form & Data TMatrix continued

Forms	Descriptions	Fields on Forms	Bellevue	Bellingham	Everett	Seattle	Tacoma
For Hire Vehicle (Taxi)		Applicant name			X		
		Applicant address			X		
		Dob			X		
		Home phone			X		
		Business phone			X		
		Business address			X		
		Type of business			X		
		Convicted of crime?			X		
		Ever forfeited bail?			X		
		Signature block			X		
	Office Use Only	Police approved or rejected			X		
	Office Use Only	Number of vehicles			X		
	Office Use Only	Treasurer's receipt #			X		
	Office Use Only	Receipt date			X		
Carnival/Circus		Event type:			X		
		Liencse fee			X		
		Event start date			X		
		Event end date			X		
		Daily hours of operations			X		
		Location of event			X		
		Business name			X		
		Address			X		
		City and state			X		
		Contact person			X		
		Phone #			X		
		Police: aproved or rejected			X		
		Carnival license g/l			X		
		Tr #			X		
		Amount paid			X		
		Date paid			X		
		Cash bond tr #			X		
		Amount paid			X		
		Date paid			X		

LEGEND		Common data elements between regulatory licenses/forms
		Common data elements between GBL form and regulatory license/forms
		Data element relating to square footage

Forms	Descriptions	Fields on Forms	Bellevue	Bellingham	Everett	Seattle	Tacoma	
Seattle Forms								
Generic Regulatory License Form, which includes covering: <ul style="list-style-type: none"> • Adult Entertainment Manager • Panoram Manager • Alarm System Monitoring Dealer • Amusement Devices • Horsedrawn carriages (umbrella license), plus Horse, Carriage, Driver • Mobile Home Park • Public Bath House • Public Garage/ Parking Lot • Recyclers • Residential Seller 		Customer ID #				X		
	Office Use Only	Obligation #				X		
	Office Use Only	License fee costs				X		
		Reason for application? (application type)				X		
		New or Renewal?				X		
		Expiration date				X		
		Applicant Name				X		
		Type of Ownership				X		
		Business Address				X		
		Phone #				X		
		Trade or business name (DBA)?				X		
		Principles				X		
		Majority Stockholder				X		
		Landlord				X		
		Criminal History?				X		
		Office Use Only	list of approvals				X	
		Office Use Only	Amount of fee paid				X	
	Office Use Only	License # issued				X		
	Office Use Only	Date of license issuance				X		
	Office Use Only	Issued by				X		
		Notorized Signature				X		
Supplemental information for Residential Seller						X		
	Office Use Only	Customer #				X		
	Office Use Only	Obligation #?				X		
	Office Use Only	Total agent fee dued				X		
	Office Use Only	Trade Name (DBA)				X		
		Selling agent information (for each agent)				X		
	Office Use Only	Customer #				X		
	Office Use Only	Obligation #?				X		
		Total number of agent?				X		
		Total agent fees				X		
	Total fee remitted				X			
Taxi Cab		(no Application)	X			X		

Appendix E

As-is Form & Data TMatrix continued

Forms	Descriptions	Fields on Forms	Bellevue	Bellingham	Everett	Seattle	Tacoma
Trade Show License		Obligation #				X	
	Office Use Only	Processed by				X	
	Office Use Only	Date				X	
		Customer #				X	
		Business name				X	
		Contact name				X	
		Address				X	
		Phone #				X	
		Tradeshow name				X	
		Tradeshow location				X	
		Tradeshow opening date				X	
		Tradeshow closing date				X	
		Admission fee amount				X	
		Total # of participants				X	
		# Of participants with seattle business license				X	
		# Of other exempt participants				X	
		# Of participants with seattle licenses or exempt				X	
		# Of participants w/o seattle business license and not exempt ("eligible")				X	
		# Of days tradeshow will run				X	
		"Eligible" participant days				X	
		Fee dued?				X	
		Signature block				X	
		Tradeshow participants details				X	
Temporary Event License		(No application form)	X			X	
Weigher List		Company Name				X	
		Obligation #				X	
		customer #				X	
		Location				X	
		Date				X	
		Weigher's license #				X	
		obligation #				X	
		name of weigher				X	
		street address				X	
		City, state, zip				X	
		phone #				X	
		Gross Receipt Tax Type (such as B&O, Utility, Admission, Gambling)		X			X

LEGEND Common data elements between regulatory licenses/forms
 Common data elements between GBL form and regulatory license/forms
 Data element relating to square footage

Forms	Descriptions	Fields on Forms	Bellevue	Bellingham	Everett	Seattle	Tacoma
Tacoma Forms							
Rental Business Activity Application		Type of ownership?					X
		Names of owning organization					X
		Principals					X
		Name of business (DBA)					X
		Rental Properties					X
Taxi Cab Driver		Name					X
		Previous name/alias					X
		Home address					X
		Previous addresses (last two years)					X
		Home Phone #					X
		Business phone #					X
		Sex					X
		Race					X
		Height					X
		Weight					X
		Hair color					X
		Eye color					X
		DOB					X
		Age					X
		place of birth					X
		US citizenship (y/n)					X
		SSN					X
		Valid WA driver license? (Y/N)					X
		Driver license #					X
		Driver license suspended or revoked? (Y/N)					X
		If driven license revoked, why?					X
		Previous license attributes					X
		Previous employment (last five years)					X
		Traffic violation within the last 10 years?					X
		Crimes in the last 10 years					X
		Good health statement (y/n)					X
		Addiction (y/n)					X
	Registered sex offender (y/n)					X	
	Speak/read/write english (y/n)					X	
	Signature block					X	

Appendix E

As-is Form & Data TMatrix *continued*

Forms	Descriptions	Fields on Forms	Bellevue	Bellingham	Everett	Seattle	Tacoma
Sidewalk Vending		Vendor owner name					X
		Vendor address					X
		Vendor phone #					X
		Vending business name					X
		Vending location/nearest address					X
		Second vending location/nearest address					X
		Map of first vending location					X
		Map of second vending location					X
		Scale drawing of mobile unit, if it is nonfood.					X
		Signature of adjacent property owner/legal rep (first location)					X
		Signature of adjacent property owner/legal rep (second location)					X
		Signature of adjacent of vendor (if within 25 feet and similar merchandise)					X
		Applicant signature and date					X
		Home occupation license maybe required					X
		Plan, check, approval from health department					X
	Certificate of Insurance					X	
Security Personnel		start date					X
	Office use only	CA # (contract account #)					X
		Applicant personal data					X
		Work as employee (y/n)					X
		Self employed (y/n)					X
		List companies you currently working for					X
		Signature block					X

LEGEND Common data elements between regulatory licenses/forms
 Common data elements between GBL form and regulatory license/forms
 Data element relating to square footage

Forms	Descriptions	Fields on Forms	Bellevue	Bellingham	Everett	Seattle	Tacoma
Home Occupation Agreement/Permit		Applicant name					X
		Phone					X
		Address					X
		Description of home occupation					X
		Signature block					X
	Office Use Only	PW permit #					X
Entertainment & Dancing with Alcohol Supplemental		Business name					X
		Contract account #					X
		Contact					X
		Hours of operations					X
		Identification of security personnel location when used					X
		Procedure for checking id and searching patron					X
		Procedure for ensuring for alcohol for 21 or over					X
		Procedure for handling violent incident, emergency, or calling police					X
		Training provided to security personnel					X
		Procedure for crowd control or overcrowding					X
		Procedure for disturbance outside premises					X
		Procedure for cleaning up outside after closing					X
		Occupant load of establishment					X
		Square feet of establishment					X
		# Of exits of the establishment					X
		Scope of business or event activities					X
		What is your operational plan?					X
	Signature block					X	

Appendix E

As-is Form & Data TMatrix continued

Forms	Descriptions	Fields on Forms	Bellevue	Bellingham	Everett	Seattle	Tacoma
Oil and Gas Delivery Vehicles		Contract account #					X
		Business name					X
		Address					X
		Vehicle information					X
		Notary signature block					X
Temporary licenses -sales or shows		Promoter information					X
		Show or event information					X
		Fee due for multiple vendor license					X
		Transient stock license					X
		Signature block					X
Sales-door to door soliciting		Contract account #					X
		Name					X
		Previous name/alias					X
		Home address					X
		Phone #s					X
		Gender/sex					X
		Race					X
Sales-door to door soliciting (continued)		Height					X
		Weight					X
		Hair color					X
		Eye color					X
		DOB					X
		Age					X
		US citizenship (y/n)					X
		SSN					X
		Driver license #					X
		Employment previous 5 years					X
		Criminal history					X
		Signature block					X

LEGEND Common data elements between regulatory licenses/forms
 Common data elements between GBL form and regulatory license/forms
 Data element relating to square footage

Forms	Descriptions	Fields on Forms	Bellevue	Bellingham	Everett	Seattle	Tacoma
Adult entertainment		N/A					X
Alarm Devices		N/A (data needed to mail invoice is on GBL)					X
Entertainment and dancing, skating rinks-all ages		N/A (data needed to mail invoice is on GBL)					X
Fire Alarms/Fire Suppressions System		N/A (data needed to mail invoice is on GBL)					X
Garages: Fuel stations and marine repair facilities		N/A (data needed to mail invoice is on GBL)					X
Hazardous materials		N/A (data needed to mail invoice is on GBL)					X
Hotels		N/A (data needed to mail invoice is on GBL)					X
Pawn Brokers, second hand dealers, garage sales		N/A (data needed to mail invoice is on GBL)					X
Scrapped metal and recyclable materials dealer		N/A (data needed to mail invoice is on GBL)					X
Septic and side sewer contractor		N/A (data needed to mail invoice is on GBL)					X
Sign erectors		N/A (data needed to mail invoice is on GBL)					X
Taxi Cab		Trade name					X
		Taxi cab status change types					X
		Taxi cab information					X
		Taxi regulation					X
		Signature Block					X

Appendix F

Regulatory Licenses & Supplements

For each of the cities, regulated activities required regulatory licenses. A General Business License is a prerequisite for receiving a regulatory license. Besides the regulatory license application, each city requires supplements as a part of the regulatory license approval process. Required supplements are different for different regulatory licenses and for different cities. Some cities route the application to approval agencies and ensure required supplements are received, while others required the applicants to ensure the whole application package are together before even take the regulatory applications.

The Regulatory Licenses & Supplements table was created to ease the comparison of regulatory licenses and supplements required, by each city, for the regulatory license. Please note that not all regulatory licenses authorized by each city's regulatory body are used in each city. The tables have been reviewed and approved by each city.

Regulatory Licenses	Bellevue	Bellingham	Everett	Seattle	Tacoma
Adult entertainment establishment		x	x	x	x
Adult cabaret	x	x	x		x
Adult Entertainer/Manager/Owner		x	x	x	x
Cabaret	x				
Dance Hall	x	x	x	x	x
Panoram location/devices/manager	x		x	x	
Alarm Devices					x
Alarm System Monitoring				x	x
Burglar Alarm Dealer				x	
Ambulances	x		x		
Entertainment and dancing-alcohol served					x
Entertainment and dancing, skating rinks-all ages			x		x
Fire Alarms/Fire Suppressions System					x
Garages: Fuel stations and marine repair facilities					x
Hazardous materials					x
Home occupations					x
Residential Sellers				x	
Hotels/Motels			x	x	x
Oil and Gas Delivery Vehicles					x
Pawn Brokers/Shop	x		x	x	x
Second Hand Dealers,	x		x	x	x
Sales-door to door soliciting		x	x		x
Sales-sidewalk vendors		x	x		x
Scrapped metal and recyclable materials dealer					x
Septic and side sewer contractor			x	x	x
Sign erectors					x
Taxi Cabs or company	x	x	x	x	x
Taxi Cabs Driver		x	x	x	x
Temporary licenses -sales or shows	x				x
Temporary event license	x			x	x
Trade Show license				x	
Gas Fitter and Appliance Installers					x
Horse Drawn Carriages				x	
Horse				x	
Horse Carriage Driver				x	
Public BathHouse			x	x	

Regulatory Licenses	Bellevue	Bellingham	Everett	Seattle	Tacoma
Public Garage/Parking Lot				x	
Recyclers				x	
WeighMaster License				x	
Massage Parlor/attendants/practioners			x		
Carnivals		x	x		x
Amusement Devices			x	x	
Circuses/Amusement Centers		x	x		
Firearms					
Handbill Distributor		x			
Telephone Solicitor		x			
Telephone/Cellular Phone Providers					
Natural Gas, Cable Television, or Electricity providers					
Cable Television			x		
Cable Franchise--no license					
Any business charging admissions					
Any business providing gambling (punch boards, pull tabs, card rooms)			x		
Mobile Home Park				x	
Ready Mixed Concrete					x
Security Personnel					x
Moble Food Unit			x		
Pool/Billiards/Bowling			x		
Septic dumpers			x		
Services Parking			x		
Towing Company			x		
auctioneer			x		
bulk sales			x		
bill posting and advertising			x		
paint spraying			x		
sound truck			x		
U drive vehicle			x		
traffic escort svc			x		
firefighter equipment servicing			x		
garbage removal/scavanger			x		
go cart track			x		
cable system			x		
Yellow Page				x	

Appendix F

Regulatory Licenses & Supplements *continued*

	TOTALS					Pawnbroker/Dealer Addendum					Carbaret Addendum					Amulance Addendum				
	29	9	37	51	22	1	0	0	0	0	1	0	0	0	0	1	0	0	0	0
TOTALS	Bvu	Bel	Evt	Sea	Tac	Bvu	Bel	Evt	Sea	Tac	Bvu	Bel	Evt	Sea	Tac	Bvu	Bel	Evt	Sea	Tac
Regulatory Licenses	0	1	0	6	0															
Adult entertainment	7	0	1	0	0															
Adult cabaret	0	1	1	2	2															
Adult Entertainer/Manager/owner	4	0	0	0	1						1									
Cabaret	3	0	6	1	1															
Dance Hall	7	0	0	7	0															
Panoram location/devices/manager	0	0	0	0	2															
Alarm Devices	0	0	0	1	0															
Alarm System Monitoring	0	0	0	1	0															
Burglar Alarm Dealer	0	0	0	1	0															
Amulances	7	1	0	0	0											1				
Entertainment and dancing-alcohol served	0	0	0	0	1															
Entertainment and dancing, skating rinks-all ages	0	0	0	0	0															
Fire Alarms/Fire Suppressions System	0	0	0	0	1															
Garages: Fuel stations and marine repair facilities	0	0	0	0	0															
Hazardous materials	0	0	0	0	1															
Home occupations	0	0	0	0	1															
Residential Sellers	0	0	0	4	0															
Hotels/Motels	0	0	0	0	0															
Oil and Gas Delivery Vehicles	0	0	0	0	1															
Pawn Shop/Brokers/Dealers	1	0	1	6	0	1														
Second Hand Dealers,	0	0	1	0	0															
Sales-door to door soliciting	0	0	1	0	1															
Sales-sidewalk vendors	0	0	0	0	0															
Scrapped metal and recyclable materials dealer	0	0	0	0	0															
Septic and side sewer contractor	0	0	0	0	1															
Sign erectors	0	0	0	0	1															
Taxi Cabs or company	0	1	9	4	4															
Taxi Cabs Driver	0	1	7	0	2															
Temporary licenses -sales or shows	0	0	0	0	0															
Temporary event license	0	0	0	0	1															
Trade Show license	0	0	0	1	0															
Gas Fitter and Appliance Installers	0	0	0	0	0															
Horse Drawn Carriages	0	0	0	3	0															
Horse	0	0	0	3	0															
Horse Carriage Driver	0	0	0	2	0															
Public BathHouse	0	0	0	5	0															
Public Garage/Parking Lot	0	0	0	1	0															
Recyclers	0	0	0	1	0															
WeighMaster License	0	0	0	1	0															
Massage Parlor/attendants/practioners	0	0	2	0	0															
Carnivals	0	0	1	0	0															
Amusement Devices	0	0	0	1	0															
Circuses	0	0	1	0	0															
Firearms	0	1	0	0	0															
Handbill Distributor	0	0	0	0	0															
Telephone Solicitor	0	0	0	0	0															
Telephone/Cellular Phone Providers	0	1	0	0	0															
Natural Gas, Cable Television, or Electricity providers	0	1	0	0	0															
Cable Television	0	1	0	0	0															
Cable Francise-no license	0	0	0	0	0															
Any business charging admissions	0	0	0	0	0															
Any business providing gambling (punch boards, pull tabs, card rooms)	0	0	0	0	0															
Mobile Home Park	0	0	0	1	0															
Ready Mixed Concrete	0	0	0	0	0															
Security Personnel	0	0	0	0	1															
Mobile Food Unit	0	0	2	0	0															
Pool/Billiards/Bowling	0	0	0	0	0															
Septic dumpers	0	0	1	0	0															
Services Parking	0	0	2	0	0															
Towing Company	0	0	1	0	0															
auctioneer	0	0	0	0	0															
bulk sales	0	0	0	0	0															
bill posting and advertising	0	0	0	0	0															
paint spraying	0	0	0	0	0															
sound truck	0	0	0	0	0															
U drive vehicle	0	0	0	0	0															
traffic escort svc	0	0	0	0	0															
firefighter equipment servicing	0	0	0	0	0															
garbage removal/scavanger	0	0	0	0	0															
go cart track	0	0	0	0	0															
cable system	0	0	0	0	0															
yellow page	0	0	0	0	0															

Risk Approval					Panoram Premises Addendum					Dance Hall Premise Addendum					Adult Cabaret Establishment Addendum					Personal/Criminal History Addendum					Schedule of Rate									
1	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0	0	0	0	3	0	0	0	0	1	0	0	0	0					
Bvu	Bel	Evt	Sea	Tac	Bvu	Bel	Evt	Sea	Tac	Bvu	Bel	Evt	Sea	Tac	Bvu	Bel	Evt	Sea	Tac	Bvu	Bel	Evt	Sea	Tac	Bvu	Bel	Evt	Sea	Tac					
															1										1									
																									1									
										1																								
					1																													
1																														1				

Appendix F

Regulatory Licenses & Supplements *continued*

	Proof that ambulance and personnel are verified trauma providers					A roster of certified ambulance attendants with proof that each attendant is currently certified as a EMT by state of WA (including certification expiration date)					A roster of ambulance to be used in the city with proof that each ambulance is currently licensed as an ambulance by state of WA					Franchise Agreement					
	TOTALS	1	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	3	0	0	0
	Bvu	Bel	Evt	Sea	Tac	Bvu	Bel	Evt	Sea	Tac	Bvu	Bel	Evt	Sea	Tac	Bvu	Bel	Evt	Sea	Tac	
Regulatory Licenses																					
Adult entertainment																					
Adult cabaret																					
Adult Entertainer/Manager/owner																					
Cabaret																					
Dance Hall																					
Panoram location/devices/manager																					
Alarm Devices																					
Alarm System Monitoring																					
Burglar Alarm Dealer																					
Amulances	1					1					1										
Entertainment and dancing-alcohol served																					
Entertainment and dancing, skating rinks-all ages																					
Fire Alarms/Fire Suppressions System																					
Garages: Fuel stations and marine repair facilities																					
Hazardous materials																					
Home occupations																					
Residential Sellers																					
Hotels/Motels																					
Oil and Gas Delivery Vehicles																					
Pawn Shop/Brokers/Dealers																					
Second Hand Dealers,																					
Sales-door to door soliciting																					
Sales-sidewalk vendors																					
Scrapped metal and recyclable materials dealer																					
Septic and side sewer contractor																					
Sign erectors																					
Taxi Cabs or company																					
Taxi Cabs Driver																					
Temporary licenses -sales or shows																					
Temporary event license																					
Trade Show license																					
Gas Fitter and Appliance Installers																					
Horse Drawn Carriages																					
Horse																					
Horse Carriage Driver																					
Public BathHouse																					
Public Garage/Parking Lot																					
Recyclers																					
WeighMaster License																					
Massage Parlor/attendants/practioners																					
Carnivals																					
Amusement Devices																					
Circuses																					
Firearms																					
Handbill Distributor																					
Telephone Solicitor																					
Telephone/Cellular Phone Providers																					1
Natural Gas, Cable Television, or Electricity providers																					1
Cable Television																					1
Cable Francise-no license																					
Any business charging admissions																					
Any business providing gambling (punch boards, pull tabs, card rooms)																					
Mobile Home Park																					
Ready Mixed Concrete																					
Security Persoonel																					
Mobile Food Unit																					
Pool/Billiards/Bowling																					
Septic dumpers																					
Services Parking																					
Towing Company																					
auctioneer																					
bulk sales																					
bill posting and advertising																					
paint spraying																					
sound truck																					
U drive vehicle																					
traffic escort svc																					
firefighter equipment servicing																					
garbage removal/scavanger																					
go cart track																					
cable system																					
yellow page																					

Appendix F

Regulatory Licenses & Supplements *continued*

	Mechanical Inspection along with a photocopy of the Mechanic's Certification					Meter Inspection					WA for Hire Business License					Transportation Experience Statement				
	0	0	1	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0	0
TOTALS	Bvu	Bel	Evt	Sea	Tac	Bvu	Bel	Evt	Sea	Tac	Bvu	Bel	Evt	Sea	Tac	Bvu	Bel	Evt	Sea	Tac
Regulatory Licenses																				
Adult entertainment																				
Adult cabaret																				
Adult Entertainer/Manager/owner																				
Cabaret																				
Dance Hall																				
Panoram location/devices/manager																				
Alarm Devices																				
Alarm System Monitoring																				
Burglar Alarm Dealer																				
Amulances																				
Entertainment and dancing-alcohol served																				
Entertainment and dancing, skating rinks-all ages																				
Fire Alarms/Fire Suppressions System																				
Garages: Fuel stations and marine repair facilities																				
Hazardous materials																				
Home occupations																				
Residential Sellers																				
Hotels/Motels																				
Oil and Gas Delivery Vehicles																				
Pawn Shop/Brokers/Dealers																				
Second Hand Dealers,																				
Sales-door to door soliciting																				
Sales-sidewalk vendors																				
Scrapped metal and recyclable materials dealer																				
Septic and side sewer contractor																				
Sign erectors																				
Taxi Cabs or company			1					1					1					1		
Taxi Cabs Driver																				
Temporary licenses -sales or shows																				
Temporary event license																				
Trade Show license																				
Gas Fitter and Appliance Installers																				
Horse Drawn Carriages																				
Horse																				
Horse Carriage Driver																				
Public BathHouse																				
Public Garage/Parking Lot																				
Recyclers																				
WeighMaster License																				
Massage Parlor/attendants/practioners																				
Carnivals																				
Amusement Devices																				
Circuses																				
Firearms																				
Handbill Distributor																				
Telephone Solicitor																				
Telephone/Cellular Phone Providers																				
Natural Gas, Cable Television, or Electricity providers																				
Cable Television																				
Cable Francise-no license																				
Any business charging admissions																				
Any business providing gambling (punch boards, pull tabs, card rooms)																				
Mobile Home Park																				
Ready Mixed Concrete																				
Security Personel																				
Mobile Food Unit																				
Pool/Billiards/Bowling																				
Septic dumpers																				
Services Parking																				
Towing Company																				
auctioneer																				
bulk sales																				
bill posting and advertising																				
paint spraying																				
sound truck																				
U drive vehicle																				
traffic escort svc																				
firefighter equipment servicing																				
garbage removal/scavanger																				
go cart track																				
cable system																				
yellow page																				

Appendix F

Regulatory Licenses & Supplements *continued*

	Letter of Intent from Taxicab Company					Color Scheme of Cabs and Uniforms					Registration					Certificate of Safety					
	0 Bvu	0 Bel	0 Evt	0 Sea	1 Tac	0 Bvu	0 Bel	1 Evt	0 Sea	1 Tac	0 Bvu	0 Bel	2 Evt	0 Sea	1 Tac	0 Bvu	0 Bel	0 Evt	0 Sea	1 Tac	
TOTALS																					
Regulatory Licenses																					
Adult entertainment																					
Adult cabaret																					
Adult Entertainer/Manager/owner																					
Cabaret																					
Dance Hall																					
Panoram location/devices/manager																					
Alarm Devices																					
Alarm System Monitoring																					
Burglar Alarm Dealer																					
Amulances																					
Entertainment and dancing-alcohol served																					
Entertainment and dancing, skating rinks-all ages																					
Fire Alarms/Fire Suppressions System																					
Garages: Fuel stations and marine repair facilities																					
Hazardous materials																					
Home occupations																					
Residential Sellers																					
Hotels/Motels																					
Oil and Gas Delivery Vehicles																					
Pawn Shop/Brokers/Dealers																					
Second Hand Dealers,																					
Sales-door to door soliciting																					
Sales-sidewalk vendors																					
Scrapped metal and recyclable materials dealer																					
Septic and side sewer contractor																					
Sign erectors																					
Taxi Cabs or company								1		1			1		1						1
Taxi Cabs Driver					1																
Temporary licenses -sales or shows																					
Temporary event license																					
Trade Show license																					
Gas Fitter and Appliance Installers																					
Horse Drawn Carriages																					
Horse																					
Horse Carriage Driver																					
Public BathHouse																					
Public Garage/Parking Lot																					
Recyclers																					
WeighMaster License																					
Massage Parlor/attendants/practioners																					
Carnivals																					
Amusement Devices																					
Circuses																					
Firearms																					
Handbill Distributor																					
Telephone Solicitor																					
Telephone/Cellular Phone Providers																					
Natural Gas, Cable Television, or Electricity providers																					
Cable Television																					
Cable Francise-no license																					
Any business charging admissions																					
Any business providing gambling (punch boards, pull tabs, card rooms)																					
Mobile Home Park																					
Ready Mixed Concrete																					
Security Personel																					
Mobile Food Unit																					
Pool/Billiards/Bowling																					
Septic dumpers																					
Services Parking													1								
Towing Company																					
auctioneer																					
bulk sales																					
bill posting and advertising																					
paint spraying																					
sound truck																					
U drive vehicle																					
traffic escort svc																					
firefighter equipment servicing																					
garbage removal/scavanger																					
go cart track																					
cable system																					
yellow page																					

Appendix F

Regulatory Licenses & Supplements *continued*

	Quarterly pdate of Added and Deleted Subscriber					Subscriber List					Supplemental Doc Regarding Participating Vendors					List of Weighers				
	0	0	0	0	1	0	0	0	0	1	0	0	0	1	1	0	0	0	1	0
TOTALS	Bvu	Bel	Evt	Sea	Tac	Bvu	Bel	Evt	Sea	Tac	Bvu	Bel	Evt	Sea	Tac	Bvu	Bel	Evt	Sea	Tac
Regulatory Licenses																				
Adult entertainment																				
Adult cabaret																				
Adult Entertainer/Manager/owner																				
Cabaret																				
Dance Hall																				
Panoram location/devices/manager																				
Alarm Devices					1					1										
Alarm System Monitoring																				
Burglar Alarm Dealer																				
Amulances																				
Entertainment and dancing-alcohol served																				
Entertainment and dancing, skating rinks-all ages																				
Fire Alarms/Fire Suppressions System																				
Garages: Fuel stations and marine repair facilities																				
Hazardous materials																				
Home occupations																				
Residential Sellers																				
Hotels/Motels																				
Oil and Gas Delivery Vehicles																				
Pawn Shop/Brokers/Dealers																				
Second Hand Dealers,																				
Sales-door to door soliciting																				
Sales-sidewalk vendors																				
Scrapped metal and recyclable materials dealer																				
Septic and side sewer contractor																				
Sign erectors																				
Taxi Cabs or company																				
Taxi Cabs Driver																				
Temporary licenses -sales or shows																				
Temporary event license															1					
Trade Show license														1						
Gas Fitter and Appliance Installers																				
Horse Drawn Carriages																				
Horse																				
Horse Carriage Driver																				
Public BathHouse																				
Public Garage/Parking Lot																				
Recyclers																				
WeighMaster License																			1	
Massage Parlor/attendants/practioners																				
Carnivals																				
Amusement Devices																				
Circuses																				
Firearms																				
Handbill Distributor																				
Telephone Solicitor																				
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Cable Television																				
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Mobile Food Unit																				
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Septic dumpers																				
Services Parking																				
Towing Company																				
auctioneer																				
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sound truck																				
U drive vehicle																				
traffic escort svc																				
firefighter equipment servicing																				
garbage removal/scavanger																				
go cart track																				
cable system																				
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Appendix F

Regulatory Licenses & Supplements *continued*

	Supplemental Form: # of stalls and lot size					Property Document: # of lots, etc					Driver License					Training Certification				
	0	0	0	1	0	0	0	0	1	0	0	0	11	2	0	0	0	0	1	0
TOTALS	Bvu	Bel	Evt	Sea	Tac	Bvu	Bel	Evt	Sea	Tac	Bvu	Bel	Evt	Sea	Tac	Bvu	Bel	Evt	Sea	Tac
Regulatory Licenses																				
Adult entertainment																				
Adult cabaret																				
Adult Entertainer/Manager/owner													1							
Cabaret																				
Dance Hall																				
Panoram location/devices/manager																				
Alarm Devices																				
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Burglar Alarm Dealer																				
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Fire Alarms/Fire Suppressions System																				
Garages: Fuel stations and marine repair facilities																				
Hazardous materials																				
Home occupations																				
Residential Sellers																				
Hotels/Motels																				
Oil and Gas Delivery Vehicles																				
Pawn Shop/Brokers/Dealers													1							
Second Hand Dealers,													1							
Sales-door to door soliciting													1							
Sales-sidewalk vendors																				
Scrapped metal and recyclable materials dealer																				
Septic and side sewer contractor																				
Sign erectors																				
Taxi Cabs or company													1	1						
Taxi Cabs Driver													1							
Temporary licenses -sales or shows																				
Temporary event license																				
Trade Show license																				
Gas Fitter and Appliance Installers																				
Horse Drawn Carriages																				
Horse																				
Horse Carriage Driver														1					1	
Public BathHouse																				
Public Garage/Parking Lot				1																
Recyclers																				
WeighMaster License																				
Massage Parlor/attendants/practioners																				
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Amusement Devices																				
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Firearms																				
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Mobile Food Unit																				
Pool/Billiards/Bowling																				
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Services Parking																				
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traffic escort svc																				
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go cart track																				
cable system																				
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Appendix F

Regulatory Licenses & Supplements *continued*

	(Decal Issued) Application Doc					Volume of System Being Monitored Doc					Personal License Application					Regulatory Inspection Completed Document				
	0	0	0	2	0	0	0	0	1	0	0	0	0	1	1	0	0	0	4	0
TOTALS	Bvu	Bel	Evt	Sea	Tac	Bvu	Bel	Evt	Sea	Tac	Bvu	Bel	Evt	Sea	Tac	Bvu	Bel	Evt	Sea	Tac
Regulatory Licenses																				
Adult entertainment																			1	
Adult cabaret																				
Adult Entertainer/Manager/owner													1	1						
Cabaret																				
Dance Hall																				
Panoram location/devices/manager				1															1	
Alarm Devices																				
Alarm System Monitoring								1												
Burglar Alarm Dealer																				
Amulances																				
Entertainment and dancing-alcohol served																				
Entertainment and dancing, skating rinks-all ages																				
Fire Alarms/Fire Suppressions System																				
Garages: Fuel stations and marine repair facilities																				
Hazardous materials																				
Home occupations																				
Residential Sellers																				
Hotels/Motels																				
Oil and Gas Delivery Vehicles																				
Pawn Shop/Brokers/Dealers																				
Second Hand Dealers,																				
Sales-door to door soliciting																				
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Septic and side sewer contractor																				
Sign erectors																				
Taxi Cabs or company																				
Taxi Cabs Driver																				
Temporary licenses -sales or shows																				
Temporary event license																				
Trade Show license																				
Gas Fitter and Appliance Installers																				
Horse Drawn Carriages																			1	
Horse																				
Horse Carriage Driver																				
Public BathHouse																			1	
Public Garage/Parking Lot																				
Recyclers																				
WeighMaster License																				
Massage Parlor/attendants/practioners																				
Carnivals																				
Amusement Devices				1																
Circuses																				
Firearms																				
Handbill Distributor																				
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sound truck																				
U drive vehicle																				
traffic escort svc																				
firefighter equipment servicing																				
garbage removal/scavanger																				
go cart track																				
cable system																				
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Fire Dept Approval Document					Health Dept Approval Document					Fingerprint Card (Background Check)					Zoning Approval Document					Ownership and/or Property Interest Document					Totals				
4	0	0	4	0	0	0	0	4	0	3	0	0	5	4	2	0	0	4	0	0	0	0	3	0	29	9	37	51	22
Bvu	Bel	Evt	Sea	Tac	Bvu	Bel	Evt	Sea	Tac	Bvu	Bel	Evt	Sea	Tac	Bvu	Bel	Evt	Sea	Tac	Bvu	Bel	Evt	Sea	Tac	Bvu	Bel	Evt	Sea	Tac
1			1					1		1			1		1								0	1	0	6	0		
																							7	0	1	0	0		
												1	1										0	1	1	2	2		
										1													4	0	0	0	1		
1												1											3	0	6	1	1		
1			1					1		1		1		1			1			1			7	0	0	7	0		
																							0	0	0	0	2		
																							0	0	0	1	0		
																							0	0	0	1	0		
1																							7	1	0	0	0		
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Study conducted by



PROJECTCORPS™

THINK BEYOND THE VERTICAL

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