

# REGIONAL SMALL BUSINESS DEVELOPMENT PROGRAM

Mail to: SPS – Small Works Services

MS: 22-346 ~ PO Box 34165

Seattle, WA 98124-1165

Tel: 206-252-0561 Fax: 206-252-0573

I/We are giving SPS-Small Works permission to evaluate our business through application evaluation, site visits, etc to be enrolled in the Small Business Development Program.

Training Program:

Seattle

Everett

How did you hear about the Regional SBDP? \_\_\_\_\_

Are you employed by any local Agency? (Please circle) YES or NO

If so which one? \_\_\_\_\_

## OWNERSHIP INFORMATION

Company Name:		Mobile:	
Owner's Name:		Phone:	
Percent ownership:		Email:	

Please list any additional owner(s) and percent ownership: \_\_\_\_\_

## DEMOGRAPHICS (For statistical purposes, does not affect participation in program):

Gender: [ ] Male [ ] Female

Check all that apply:

[ ] Caucasian [ ] Black [ ] Pacific Islander [ ] Asian [ ] Native American  
[ ] Hispanic [ ] Veteran [ ] Service Disabled Veteran [ ] with Disabilities

## CONTACT INFORMATION (If different from owner)

Contact Name:		Phone:	
Title:		Email:	

## BUSINESS INFORMATION

Company Name:		Office #	
Address:		Fax:	
City, State, Zip:		Email:	
County:		Website:	

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## BUSINESS INFORMATION (Cont.)

Billing Address (If Different):		Affiliated Companies:	
City, State, Zip:		Billing Phone (If Different):	

## ORGANIZATION TYPE

Individual/ Sole Proprietorship     Partnership

Corporation, State where Corporation is filed: \_\_\_\_\_

Limited Liability Company, State: \_\_\_\_\_ **(attach copy of certificate of insurance)**

## ANNUAL REVENUES

<input type="checkbox"/> Under \$250,000 in revenues	Number of employees*:	
<input type="checkbox"/> Under \$1 million in revenues		

\*During the last 12 months the company has had an average of how many full-time equivalent (FTE) employees (i.e. a person working 20 hours per week is 0.5 FTE; a person working 40 hours per week is 1.0 FTE).

## REQUIRED DOCUMENTATION

The following must be submitted with your Small Business Development Program application:

Copy of business licenses (Washington State, City of Seattle).

Copy of industry licenses, if applicable.

Copy of liability insurance and bonding as applicable for your industry (construction, information technology, etc.)

Provide copy of your last three (3) years tax returns

Certification Status (if applicable):

\_\_\_\_\_ DBE    \_\_\_\_\_ MBE    \_\_\_\_\_ SBE    \_\_\_\_\_ WBE

**Attach a copy of all applicable certifications and submit your application to the nearest location**

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List up to five References:

	COMPANY NAME	CONTACT PERSON	ADDRESS	PHONE NUMBER	EMAIL
1					
2					
3					
4					
5					

If you do not have references for your business, please provide your past experience:

	JOB TITLE	LOCATION	BRIEF DESCRIPTION	DOLLAR VALUE
1				
2				
3				
4				
5				



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## TRADES SHEET

In order that we may properly evaluate your facilities for inclusion on the Regional Small Business Development Program, the entire RSB DP Application Form **must be completed in full** and returned to the address identified on each page of the RSB DP Application Form.

Below please find a list of trades that included in the RSB DP. Identify each trade that your firm performs so that your name can be identified in all appropriate categories. **You may sign up for any combination of trades and check contract sizes.**

TRADE	Under \$15,000	\$15,000 \$35,000	\$ 35,000 \$100,000	\$100,000 \$200,000	Self Performed Yes/No
___ Asphaltting	_____	_____	_____	_____	_____
___ Carpentry	_____	_____	_____	_____	_____
___ Demolition	_____	_____	_____	_____	_____
___ Electrical	_____	_____	_____	_____	_____
___ Exterior Structure	_____	_____	_____	_____	_____
___ General Construction	_____	_____	_____	_____	_____
___ General Labor	_____	_____	_____	_____	_____
___ Glasswork	_____	_____	_____	_____	_____
___ Hardware Installation	_____	_____	_____	_____	_____
___ Hazmat	_____	_____	_____	_____	_____
___ HVAC	_____	_____	_____	_____	_____
___ Landscaping	_____	_____	_____	_____	_____
___ Locksmith	_____	_____	_____	_____	_____
___ Low Voltage	_____	_____	_____	_____	_____
___ Machinist	_____	_____	_____	_____	_____
___ Masonry	_____	_____	_____	_____	_____
___ Metal Work	_____	_____	_____	_____	_____
___ Painting	_____	_____	_____	_____	_____
___ Plastering	_____	_____	_____	_____	_____
___ Playgrounds	_____	_____	_____	_____	_____
___ Plumbing	_____	_____	_____	_____	_____
___ Remodeling	_____	_____	_____	_____	_____
___ Roofing	_____	_____	_____	_____	_____
___ Window Replacement	_____	_____	_____	_____	_____
___ Window Shades	_____	_____	_____	_____	_____
___ Other Specialty – <i>please identify</i>	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____