



## HOUSEHOLD GOODS MOVING COMPANY - NEW COMPANY APPLICATION

You are required to have a permit from the commission before operating as a household goods moving (HHG) company in Washington state. You must attend commission-sponsored training prior to receiving your provisional permit. Household Goods Training information can be found [HERE](#). If you cannot wait until the next training, you may come to a commission-sponsored orientation, however, you will also be required to attend a later training. All other application requirements must be met to schedule an orientation. This application contains the following information:

- Application Form and Attachments
- Checklist
- [WAC 480-15](#) – Rules Relating to Household Goods Carriers
- [Your Guide to a Satisfactory Safety Rating](#)

### Insurance Requirements

File and maintain [Public Liability and Property Damage Insurance \(Form E\)](#) with the commission covering all vehicles operating under your household goods permit. Additionally, file and maintain [Cargo Insurance \(Form H\)](#). Retain proof of insurance coverage at your office and have it available for inspection by commission staff.

Insurance minimum limits are:

<b>Vehicles under 10,000 GVWR</b>	<ul style="list-style-type: none"> <li>• \$300,000 combined single limit of public liability and property damage insurance (Form E) <b>and</b></li> <li>• \$10,000 cargo insurance (Form H).</li> </ul>
<b>Vehicles 10,000 GVWR and more</b>	<ul style="list-style-type: none"> <li>• \$750,000 combined single limit of public liability and property damage insurance (Form E) <b>and</b></li> <li>• \$20,000 cargo insurance (Form H).</li> </ul>

## FILING YOUR APPLICATION

The Commission has a policy of providing equal access to its services. If you need special accommodations, please call 360-664-1243 or The Washington Relay Service at 7-1-1 or 1-800-833-8384.

Select **one** of the following:

- Scan/PDF your application to [efileapp.utc.wa.gov](#) and pay online at [payments.utc.wa.gov](#)
- Mail your application **with** your check or money order to the following address: UTC, PO Box 47250, Olympia, WA 98504-7250
  - PROCESSING MAILED APPLICATIONS WILL BE SIGNIFICANTLY DELAYED

ACH on-line (no service fee) or credit card on-line at [payments.utc.wa.gov](#) (2.5% or minimum of \$3.95 is charged by Official Payments for credit card processing).

**DO NOT EMAIL YOUR CREDIT CARD INFORMATION**



**CHECKLIST**

Ensure the following items are included with your Household Goods Moving application:

**New Provisional Application**

- Completed application and fee
- Register with [Department of Labor & Industries](#)
- Register with [Employment Security Department](#)
- Register with [Department of Revenue/Business Licensing Service](#) (UBI #)
- Register with [Secretary of State's Office](#) (if corporation or LLC)
- Completed required [Household Goods Industry Training](#)
- Copy of valid driver's license or government issued photo ID card for each person named in the application (upload as a separate document)
- Evidence of enrollment in a drug and alcohol testing program, or evidence that you have in place your own drug and alcohol testing program, *if your company operates commercial vehicles and has CDL drivers. See 49 CFR 382(e) and 383.5.*
- Evidence of insurance - combined single limit of public liability and property damage (Form E) and cargo insurance (Form H)
- Attachment A - Three or more completed statements of support from people in the community supporting the proposed service

**HOUSEHOLD GOODS MOVING COMPANY  
 PERMIT APPLICATION**

<i>FOR OFFICIAL USE ONLY</i>			
Date Filed:	Company:		Docket #:
Receipt ID:	Payment ID:	Amount Paid:	
111-0268-207-02	111-0268-032-20		

**Type of Household Goods Authority Requested – Check One**

**Fee**

**Provisional and permanent authority.** The fee for provisional and then permanent authority is a one-time fee. Complete pages 3-7 and Attachment A. Note: Per [RCW 81.80.075\(2\)](#), applications must be on file with the commission for at least 30 days before issuance.

**\$550**

**Reinstatement of permit** Must be filed within 30 days of cancellation, depending on criteria set forth in [WAC 480-15-450](#). Complete pages 3 and 7, and include a statement justifying the reinstatement. Business Letter format is preferred.

**\$250**

**If longer than 30 days after cancellation, you may not reapply for 12 months** per [WAC-480-15-302\(11\)](#).

**Household Goods Permit #: (T)HG -**



**Section 1 - BUSINESS INFORMATION**

Legal Name:

Trade Name, if applicable:

Physical Address:

Mailing Address:

Telephone Number:

Email:

Contact Name:

USDOT#: If you do not have a USDOT number, go on-line at <https://cms8.fmcsa.dot.gov/registration> to apply or call 360-596-3812 for assistance.

Is your business registered with the [Department of Revenue](#)? No Yes

Business License/UBI#:

Department of [Labor & Industries](#) (L&I) Worker's Comp Account #:

[Employment Security Department](#) (ESD) registration #:

If you will not be setting up an account with L&I or ESD because you do not have employees, please explain how you plan to obtain workers. Per [WAC 480-15-555](#), a criminal background check must be completed on each person you intend to hire. If you intend to hire day labor from a temp agency, they must perform the criminal background check. Refer also to [WAC 480-15-302](#) and [305](#).

**Type of Business**

Individual Partnership Corporation Other (LP, LLP, LLC) State of Incorporation

List the name, title, and percentage of all partner's share or stock distribution for major stockholders:

Name Title Stock Distribution/% of Shares

**Provide a copy of a valid driver's license or government-issued photo identification card for each person named in the application. Upload or email as a separate attachment. Application processing will not begin until the commission/ Licensing has received this.**



**Section 2 - APPLICATION QUESTIONNAIRE**

1. Describe the services you wish to provide. Explain how your services will enhance customer choice, promote competition, or fill an unmet need for service:

2. Briefly describe your experience in the transportation/household goods moving industry:

3. Do you currently hold, or have you ever held, a Household Goods permit in Washington?  
 No      Yes      If yes, please indicate your permit number:

4. Have you ever applied for and been denied a Household Goods permit in Washington?  
 No      Yes      If yes, please explain:

5. Do you currently operate interstate?      No      Yes  
 If yes, please indicate your MC#:

6. If you have interstate authority, have you registered for Unified Carrier Registration?      No      Yes

7. Do you operate interstate as an agent of another company?      No      Yes  
 If yes, what is the name of the company?

8. Have you completed commission-sponsored training?      No      Yes      If "yes" date:

9. Will you be employing CDL drivers?      No      Yes  
 If "yes", you must attach evidence of enrollment in a drug and alcohol testing program.

**Please answer the following questions completely. If there are multiple persons listed in this application with legal proceedings or criminal convictions to declare, provide documentation on a separate attachment.**

10. Does any person named in this application have, or has ever had a business-related legal proceeding against you in Washington state, or in any other state?      No      Yes      If "yes" please list below\*:

Type of Legal Proceeding	Date	State

\*attach additional pages if necessary



11. Has any person named in this application ever been convicted of any crime involving theft, burglary, assault, sexual misconduct, identity theft, fraud, false statements, or the manufacture, sale, or distribution of a controlled substance?    No    Yes    If yes, please list below\*:

Type of Conviction	Date	State

\*attach additional pages if necessary

12. Has any person named in this application been: 1) convicted of a criminal offense in Washington state, 2) found to have committed a civil offense in Washington state, or 3) found to have violated Commission rules?

No    Yes    If yes, please list below\*:

Violation	Date of conviction	RCW/WAC

\*attach additional pages if necessary

13. If you would like to receive information about new household goods carriers, check here

<b>Section 3 - FINANCIAL STATEMENT</b>			
Complete the following or attach a balance sheet, profit and loss statement, or business plan.			
<b>Assets</b>		<b>Liabilities</b>	
Cash in Bank		Salaries/Wages Payable	
Notes Received		Accounts Payable	
Investments		Notes Payable	
Other Current Assets		Mortgages Payable	
Prepaid Expenses		<b>Total Liabilities</b>	
Land and Buildings		Net Worth	
Trucks and Trailers		Preferred Stock	
Office Furniture		Common Stock	
Other Equipment		Retained Earnings	
Other Assets		Capital	
<b>TOTAL ASSETS</b>		<b>TOTAL LIABILITIES AND NET WORTH</b>	

<b>Section 4 - EQUIPMENT LIST</b>				
List the equipment you own or lease to provide moving services (attach additional sheets if necessary). You <b>must</b> own or have a long-term lease for any vehicle you operate, you may not rent vehicles on a job-by-job basis.				
Year	Make	License Number	Vehicle ID (VIN)	GVW

\*attach additional pages if necessary



### Section 5 – SAFETY

Identify the person and position responsible for understanding and complying with the **Federal Motor Carrier Safety Regulations** (FMCSR), Washington state laws (RCW) and commission rules (WAC) as described below. Please refer to the WAC rules, Fact Sheets and publication “Your Guide to Achieving a Satisfactory Safety Rating” for assistance with requirements that may apply to your specific operations.

**Controlled Substance and Alcohol Use and Testing (Title 49, Code of Federal Regulations Part 382 and Part 40).**  
 If you operate commercial motor vehicles, your drivers must be in a controlled substance and alcohol use and testing program. You must have an alcohol and controlled substances testing program. **Please attach evidence of your enrollment in a drug and alcohol testing program if your company has commercial vehicles and employs CDL drivers.**

**Commercial Driver's License (CDL) Standards Requirement and Penalties** (Title 49, Code of Federal Regulations Part 383). If you operate commercial motor vehicles, your drivers must have a valid CDL.

**Driver Qualification Requirements** (Title 49, Code of Federal Regulations Part 391). Each of your drivers must meet minimum qualification requirements. You must maintain driver qualification files for each driver.

**Drivers Hours of Service** (Title 49, Code of Federal Regulations Part 395). Each of your drivers must maintain hours of service logs. You must maintain true and accurate hours of service records for each driver.

**Inspection, Repair and Maintenance** (Title 49, Code of Federal Regulations Part 396). You must systematically inspect, repair, and maintain all motor vehicles.

**Parts and Accessories Necessary for Safe Operation** (Title 49, Code of Federal Regulations Part 393). You must maintain parts and accessories in a safe condition.

**Liability Insurance Requirements** (WAC 480-15-530). You must file and maintain **proof of public liability and proper damage insurance** (\$300,000 minimum coverage for vehicles under 10,000 pounds GVWR and \$750,000 minimum coverage for vehicles 10,000 pounds GVWR or more).

**Cargo Insurance Requirements** (WAC 480-15-550). You must maintain **cargo insurance coverage** (\$10,000 for household goods transported in motor vehicles under 10,000 pounds GVWR and \$20,000 for vehicles 10,000 pounds GVWR or more).

Name:	Position:
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### Section 6 - OPERATIONAL RESPONSIBILITIES

Identify the person and position responsible for understanding and complying with the requirements of each category shown below.

**Annual Reports and Regulatory Fees (WAC 480-15-480).** You must annually file a report of your financial operations and pay regulatory fees.

Name:	Position:
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STATE OF WASHINGTON – general laws, rules and regulations: Individuals and companies doing business in the state of Washington must comply with the regulations of local, state, and federal agencies. Please state the name and position of the person in your organization who will be responsible for ensuring compliance with the laws of the state of Washington, such as, but not limited to the Department of Labor & Industries (industrial insurance, safety, prevailing wage); Department of Licensing vehicle and drivers licenses, business licensing, Unified Business Identifier (UBI number), fuel permits, fuel tax; Secretary of State (corporate registrations); Department of Transportation (over-size or over-weight permits); Department of Revenue, Internal Revenue Service (taxes); and Employment Security.

Name:	Position:
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**Section 7 - DECLARATION OF APPLICANT**

INITIAL

I understand that filing this application **does not** in itself constitute authority to operate as a household goods mover.

As the applicant for a household goods permit, I understand the responsibilities of a motor carrier and I am in compliance with all local, state, and federal regulations governing businesses, including household goods movers, in the state of Washington.

I understand that if the commission grants my application as a new entrant, I will receive temporary authority to provide service as a household goods carrier on a provisional basis for at least six months. During this time, the commission will evaluate whether I have met the criteria in WAC 480-15-305 to obtain permanent authority. I also understand that I must comply with all conditions placed on my temporary permit and that failure to do so will result in cancellation of my permit.

My employees are sufficiently trained to comply with commission rules regarding estimates, bills of lading, rates and charges and terms and conditions of household goods moves. In addition, my employees are sufficiently trained to comply with commission rules regarding vehicle operation, maintenance, and all other safety requirements. My company will provide a copy of the customer survey to each customer for whom we provide transportation service.

I understand the commission will complete a criminal background check on each person named in the application.

I certify or declare under penalty of perjury under the laws of the state of Washington that the information contained in this application is true and correct.

Applicant Name:	Date:
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**Section 8 - ADDITIONAL REQUIRED ATTACHMENTS**

**For New Applications:** provide three “*attachment A - HOUSEHOLD GOODS STATEMENT OF SUPPORT*” forms. Forms may be typed or hand-written.

**For Reinstatement of Permit:** provide a personal statement justifying the reinstatement.

Business letter format preferred.

# LET'S MOVE LLC

2721 Rucker Ave  
Everett Wa, 98201  
(425) 522-3683  
book@letsmoveyourstuff.com

January 21, 2023

Dear Commission,

I am writing this letter now, on the night before the 30 day deadline to explain why I believe reinstating our permit is the right thing to do. These past several months we've been struggling to stay ahead on all the bills that rack up while attempting to grow a moving business like ours. Being only 23 & 20 years old adds a surprisingly substantial amount of difficulties; with a big one being: Insurance and rental rates. For a period of 3-4 months we were stuck paying over \$12,000 on rentals and insurance alone in order to maintain compliance.

While we have a few friends-turned-employees, we were still booking AND servicing jobs ourselves. Does the commission have any moving experience themselves? Do you know what it's like to have to work 10/12+ hour days of grueling work; only to go home and have to jump on the phone and check emails? Oftentimes we would arrive home completely and utterly exhausted yet the fear of not being able to afford to continue doing business drove us to forgo being social or build any relationships, simply because we didn't have the time.

These past 3 months have been just as tough. With our truck breaking down and us not being able to secure a loan to finance a fix due to age, we had to resort to labor-only moves which the market is much smaller for. It becomes clear why we're having such difficulties staying afloat when you factor in that we were still paying our enormous insurance rates with a broken truck in order to maintain UTC compliance. With repair costs expected to be > \$10,000 we were left with very few options other than to continue with labor-only until we found a solution.

While I could provide several more paragraphs of detail of our troubles, I'll leave it at that for now.

The good news I have to report is that: we're on the cusp of securing a family friend investor who will be purchasing a great truck for us and allowing us to make payments on it. With banks not willing to do the same, this was our only option and one that we are extremely grateful to have come upon.

With it being the slow season, we are extremely slow on work and have had difficulties staying on top of our insurance bills. I tried to negotiate our payments down for the new year with our agent only to find out that we couldn't really get a better deal AND that our deliberations caused our insurance to fall through, hence; our permit being canceled. There should only be a week or two until we have everything (truck, insurance, ect) in complete order. Our main employees have gone to college and won't be returning for a few months. Without a truck we can't really begin to hire anybody either which is why we're stuck between a rock and a hard place at the moment.

The commission is honestly extremely strict (in my opinion). But we're still determined to try and maintain legal permittance in order to continue to provide our services. The city of Everett and surrounding areas are greatly benefitted with our services as an option as we seem to be one of the only crews out there that actually cares about the consumer; which is what the commission cares most about right? If there is any doubt we'll gladly provide evidence in the form of customer testimonials as to who we are as people and the type of work we do.

With the looming threat of not being able to reapply or do business for 12 months, I hope that this letter makes it to a reasonable viewer at the commission who may see this from our perspective. We must be allowed to continue our uphill battle. We are close to having our answer (A moving truck) and will soon be in the position to never have to worry about losing our permit again.

Please allow us to reinstate our permit. We've worked too hard and sacrificed too much for us to stop now.

Thank you.

Best regards,

**Vincent Benedetto**

Co-owner, Let's Move