☐ New Registration ☐ Address Change
☐ Ownership Change ☐ Change of Use

# City of Redmond
# Home Based Business License Application

15670 NE 85th St
PO Box 97010 MS: 2SPL
Redmond, WA 98073-9710

Phone: 425-556-2193
Fax: 425-556-2400
Email: businesslicense@redmond.gov

(*This box for internal use only*)
License #: _____
NAICS Code: _____

***Please complete this form in its entirety as it applies to your business activity in the City of Redmond.***

## Instructions for Completion

All items must be completed. Please print or type. Application must be signed.
Refer to the fee schedule to calculate fee due.
Payment must accompany completed application.
All licenses EXPIRE DECEMBER 31. Renewals are due JANUARY 1. After FEBRUARY 15 penalties will be added.
License fees are not prorated. A business license is not transferrable with new ownership.
Our office must be notified immediately if business address or ownership changes.
**Business may not operate until the application is approved in accordance with Redmond Municipal Code 5.04.040.**

*Incomplete or non-compliant applications for which no business license is issued within 90 days following the date of application shall expire and be inactivated, and at least the minimum business license fee shall be forfeited. Upon written request by the applicant, the Finance Director may grant extension of the expiration date of the application.*

## Business Information

Business Name: _____
DBA (if any): _____
Business Location: _____ Mailing Address *(if different)*: _____
REDMOND, WA 98052
Business phone: _____ Email address: _____
Owner name and title: _____ Business space sq footage _____
Emergency contact name and phone number: _____
WA State UBI No. _____-_____-_____ State Contractor's License (if applicable) _____
Business Type (check one): ☐ Sole Proprietor ☐ Partnership ☐ Limited Liability ☐ Corporation
☐ Non-profit – a copy of the IRS 501(C)(3) Federal Exemption certificate must be attached to this application.

## Business Activity

Please describe in detail the business operations you will be performing at this address: _____

Date business to start in Redmond: _____ **Fee due** (complete fee schedule on page 3): $_____
***Minimum fee is $92.00. Make checks payable to City of Redmond.***

## Sign and Date

*I hereby certify that the statements and information furnished by me on this application are true and complete, to the best of my knowledge. I acknowledge that the statements and information furnished by me on this application are public records and are available for public inspection pursuant to State of Washington RCW 42-17-260. I have read and understand that failure to comply with the home business regulations listed on this application is grounds for immediate revocation of the home business license. I agree that my home business will be conducted in such a manner that none of these criteria will be violated.*

**Signature** _____ **Printed Name** _____ **Date** _____

1. Please indicate the use(s) you propose to have at your home (check all that apply):
   - ☐ office space only
   - ☐ home daycare – please attach a copy of your WA State Dept of Early Learning license
   - ☐ retail sales – please explain: _____
   - ☐ personal services – please explain: _____
   - ☐ other use not listed above – please explain: _____

   _____

2. ☐ yes ☐ no Will your proposed business occupy more than five hundred (500) square feet of your residence?
3. ☐ yes ☐ no Are you planning to make alterations to your home?
4. ☐ yes ☐ no Is this a Live/Work unit as defined by the 2012 International Building Code? If uncertain, contact the Building Department at 425-556-2493 or plansexaminer@redmond.gov
5. ☐ yes ☐ no Will you have any other equipment at your residence other than that typically used for domestic purposes? If yes, please explain: _____

   _____

6. ☐ yes ☐ no Will your business have merchandise stored within the dwelling or accessory structure?
7. ☐ yes ☐ no Will your business have deliveries of products or materials to and from the premises? If yes, how frequently? _____
8. ☐ yes ☐ no Do you conduct a mobile business (landscaping, carpet cleaning, electrical, etc.)?
9. ☐ yes ☐ no Will flammable or combustible liquids or other hazardous materials be used in your business? If yes, a permit may be required from the Redmond Fire Department. Please list the products and amounts to be used (attach additional pages as needed): _____

   _____

## Redmond Zoning Code (RZC) Regulations for Home Based Businesses

A "home business" is a business activity that results in a product or service and is conducted in whole or in part on residential premises and is clearly subordinate to use of the premises as a residence. If questions, contact the Planning Department at 425.556.2494 or planneroncall@redmond.gov

**RZC, 21.08.340 REQUIREMENTS.** The following standards shall apply to all home businesses. An applicant wishing to apply for a business license for a home business must demonstrate compliance with these standards prior to obtaining a business license.

- **Location.** A home business shall be carried on wholly within the principal building or within an accessory structure. No home business nor any storage of goods, materials, or products connected with a home business shall be allowed outside of the principal building or accessory structure.
- **Number.** Any number of home businesses may be conducted within any single dwelling unit, including an accessory dwelling unit and all accessory structures, provided that the combined impacts of any and all businesses do not exceed the limits set forth in this section.
- **Size.** No more than 25 percent of the gross floor area of the principal dwelling unit may be used for the home business.
- **Residency.** A home business must be conducted by a family member who resides in the dwelling unit. No more than one person outside the family group that resides on the premises shall engage in the business and be located on the premises.
- **Restricted Materials.** No toxic, explosive, flammable, combustible, corrosive, etiologic, radioactive, or other restricted materials shall be used or stored on the site.
- **Maintaining Residential Character.** The business shall be conducted in a manner which will not alter the normal residential character of the premises by exterior alteration of the property, expansion of parking, construction, creation of a separate entrance, the use of color, materials, lighting, signs (other than on the applicant's vehicle), exterior storage of materials, goods or merchandise, or by emission of sound, electric interference, vibration, dust, glare, heat, smoke, odors or liquids.
- **Business Traffic.** Visitors, customers, deliveries or other business traffic shall be limited to two visitors per hour and eight per day, and shall not require additional parking spaces.
- **Vehicles.** Vehicles larger than 10,000 pounds gross weight shall not be operated out of the premises or park on the property or adjacent streets. No more than one vehicle used in the business may be parked or operated out of the premises.
- **Parking.** The home business shall not displace or impede the use of required parking spaces for primary or accessory dwelling units.
- **Utility Demand.** Utility demand (water, sewer, electricity, garbage or natural gas) shall not exceed normal residential levels.
- **Motor Vehicle Related Home Businesses.** Office-only for motor vehicles related activities may be allowed as home businesses.
- **Applicable Codes.** Structures must meet City building, construction, fire and land use regulations.
- **Family Day Care Providers.**
  a. Family Day Care Providers are permitted as home businesses.
  b. Family Day Care Providers shall obtain a City of Redmond business license and maintain a license as long as the use operates.
  c. The Family Day Care Provider shall not care for more than 12 children at any time.
  d. Family Day Care facilities are:
     i) exempt from the limitations on business traffic to and from the facility
     ii) allowed the minimum number of sq. ft. required by the State, or 25% of the total gross floor aread, whichever is the greater.
     iii) allowed two additional employees on the premises at a time outside the family group that resides on the premises.
  e. Family Day Care providers may operate from 5:30am to 9:00pm
  f. Family Day Care providers shall comply with all Building, Fire, Safety and Health codes.
  g. Family Day Care providers shall obtain all required State approvals.
  h. The Family Day Care provider shall provide the City with a copy of the State Dept. of Early Learning license.
  i. The State shall certify that the proposed Family Day Care provider will have a safe passenger loading area.

| Business License Fee Schedule |
|---|
| *Minimum license fee is $92.00.*<br>*Minimum fee of $92.00 covers up to 1,920 hours worked in Redmond in the calendar year.*<br>*Fee is based on total number of hours worked in Redmond by all owners, managers, employees and family members.* |

***Employee Definition**: Any person who performs work, labor, or services for a business and is on the business payroll. The term "employee" also includes all full-time, part-time, and temporary employees or workers on the business payroll and self-employed persons, sole proprietors, owners, managers, partners, any family members working at the business, and any officers, agents, or personal representatives acting in a fiduciary capacity.*

***Use either the "Reporting by Hours" method or the "Reporting by FTE" method to calculate the fee due.***

## A. Reporting by Hours

**Determining the total number of hours employees worked within the city:**

Note: Employers starting business in Redmond this year will need to estimate the number of employee hours to be worked from the date business started (will start) in Redmond until the end of the current calendar year. Business Licenses expire 12/31 of each year.

- Annual employee hours may be calculated based on the sum of employee hours on the four quarterly reports submitted to the Washington State Department of Labor and Industries for the previous year.
- The work figure used by L&I is 1,920 hours per year for a full-time employee.
- In addition to the annual employee hours reported on the L&I report, you must include employee hours for sole proprietors, owners, managers, partners, any family members working at the business, and any officers, agents or personal representatives acting in a fiduciary capacity.
- It will be the responsibility of the employer to determine the number of hours worked within the city.

**Calculating the fee due (see box A at bottom of page):**

- Enter the total number of employee hours and multiply by $.047917
- The minimum fee for any license is $92.00, which covers up to 1,920 hours worked in the calendar year. If the amount calculated is less than $92.00 enter $92.00 as "fee due". If the amount calculated is greater than $92.00 enter that amount as "fee due".

OR

## B. Reporting by FTE

**Determining the number of full-time equivalent employees in Redmond:**

Note: Employers starting business in Redmond this year will need to estimate the number of employees who will work from the date business started (will start) in Redmond until the end of the current calendar year. Business Licenses expire 12/31 of each year.

- The number of employees shall be based on the sum of the full-time equivalent employees in the four quarterly reports submitted to the Washington State Department of Labor and Industries for the previous year, divided by four.
- In addition to the employees reported on the L&I report, you must include sole proprietors, owners, managers, partners, any family members working at the business, and any officers, agents or personal representatives acting in a fiduciary capacity in the employee calculation.
- For businesses with employees who work less than 1,920 hours, the total number of hours worked by all such employees during the four quarters of the previous year shall be added together and divided by 1,920 to determine the full-time employee equivalency.
- Businesses that did not file quarterly reports with the Washington State Dept. of Labor and Industries shall determine the number of full-time equivalent employees.

**Calculating the fee due (see box B at bottom of page):**

- Enter the total number of full-time equivalent employees and multiply by $92.00 to determine the total amount due.
- The minimum fee for any license is $92.00, which covers up to 1 full-time equivalent employee for the calendar year. If the amount calculated is less than $92.00 enter $92.00 as "fee due". If the amount calculated is greater than $92.00 enter that amount as "fee due".

| Minimum Fee | A. Reporting by Hours Method | OR | B. Reporting by FTE Method |
|---|---|---|---|
| **$92.00 (1,920 hrs)** | _____ x $.047917 = $ 0.00<br>No. of employee hours **Fee due**<br>*(if less than 1,920 hrs, pay $92.00 minimum fee)* | | _____ x $92.00 = $ 0.00<br>No. of full-time equivalent employees **Fee due**<br>*(if 1 FTE or less, pay $92.00 minimum fee)* |