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

City of Redmond
In-City Commercial 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: _____

In accordance with the Redmond Zoning Code, your business must be an allowed use at your proposed location. For verification contact the Counter Planner at 425.556.2494 or at planneroncall@redmond.gov.

Instructions for Completion

All items must be completed. Please print or type.
Refer to the fee schedule on the back of this form 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.

Section A: Business Information 425.556.2193 businesslicense@redmond.gov

1. Business Name: _____
2. DBA (if any): _____
3. Business Location:
   _____
   Bldg # (if any)_____ Suite # (if any)_____
   _____
   REDMOND, WA 98052
4. Mailing Address (if different):
   _____
   _____
   _____
   _____
5. Business phone: _____
6. Email address: _____
7. Owner of business property: ☐ applicant ☐ renting ☐ subleasing space at an existing business
   Landlord name_____ Landlord phone #_____
8. WA State UBI No. _____-_____-_____
9. State Contractor's License (if applicable) _____
10. Emergency contact name(s) and phone number(s): _____
    _____
11. 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.
12. Please provide a detailed description of your business and the nature of the activities proposed on site/within the building (e.g. proposed office area, manufacturing, retail, etc.). _____
    _____
    _____
13. Gross square feet of floor space: _____
14. **Fee due** $_____
    MINIMUM FEE is $92.00. Complete fee schedule on p. 4. Make checks payable to City of Redmond.
15. Date business opened in Redmond: _____

16. List all owners/officers. If there are more than three owners/officers, please list on a separate sheet and attach.

Name	Title	Home Address	Home Phone

Section B: Local Facility Contact Information

*Please provide a **local** contact person, phone number and email address for questions we may have regarding this application and to schedule site visits at the facility.*

1. Contact Name		2. Title or Position	
3. Contact Phone	EXT	4. Contact e-mail	

Please check yes or no to each of the questions in Sections C through G. If you answer yes to any questions you may need to provide additional information and/or allow an inspection to be completed by the Fire Prevention Department. If you have questions regarding the information requested please refer to the Department contact information provided at the beginning of each section.

Section C: Planning Department 425.556.2494 planneroncall@redmond.gov

1. Are you planning on opening a restaurant, daycare, or a business with an assembly and/or educational use?	☐ YES	☐ NO
2. Do you have 100 or more employees who arrive to work between 6:00 and 9:00AM?	☐ YES	☐ NO

Section D: Building Department 425.556.2493 plansexaminer@redmond.gov

1. Previous IBC Occupancy (if known):	☐ DO NOT KNOW	
2. Change of use occurring on the property (e.g. retail to restaurant) Describe change of use:	☐ YES	☐ NO
3. Is there rack storage taller than 5 feet 9 inches being installed for the use of this business?	☐ YES	☐ NO

Section E: Natural Resources Department 425.556.2753 hazmat@redmond.gov

Are any of the following located, conducted or proposed at the property?

1. Heating equipment fuel/oil storage tanks existing prior to 10/21/03 with a capacity of less than 1,100 gallons.	☐ DO NOT KNOW	☐ YES	☐ NO
2. Material for retail sale in an original container with a capacity less than or equal to 5 gallons liquid or 100 pounds solid per container.		☐ YES	☐ NO
3. Cleaning, washing or rinsing of vehicles, parts or equipment		☐ YES	☐ NO
4. Hydraulic lifts or elevators (do not include mobile forklifts)		☐ YES	☐ NO
5. Liquid petroleum refining, reprocessing and storage		☐ YES	☐ NO
6. Bulk storage facilities as defined in Chapter 21.78 of the Redmond Zoning Code		☐ YES	☐ NO
7. Hazardous waste treatment, storage, and disposal facilities except those defined under permit by rule for industrial wastewater treatment processes per WAC 173-303-802(5)(c)		☐ YES	☐ NO
8. Chemical manufacturing, including but not limited to organic and inorganic chemicals, plastics and resins, pharmaceuticals, cleaning compounds, paints and lacquers, and agricultural chemicals		☐ YES	☐ NO
9. Dry cleaning establishment? If yes, indicate which cleaning solvent is used. ☐ perchloroethylene ☐ hydrocarbon ☐ Other _____		☐ YES	☐ NO
10. Primary and secondary metal industries that manufacture, produce, smelt, or refine ferrous and non-ferrous metals from molten materials		☐ YES	☐ NO
11. Wood preserving and wood products preserving		☐ YES	☐ NO
12. Mobile fleet fueling operations		☐ YES	☐ NO
13. Handling of products containing: ☐ PERC (Perchloroethylene, Tetrachloroethene, PCE) ☐ Trichloroethene (TCE) ☐ Benzene ☐ Toluene ☐ Ethylbenzene ☐ Xylene ☐ Methyl t-utyl (MTBE) ☐ Cyanide		☐ YES	☐ NO
14. Storm water infiltration systems (e.g., French drain, dry well, storm water swale, etc.) or other injection wells	☐ DO NOT KNOW	☐ YES	☐ NO
15. Water wells, monitoring wells, resource protection wells, piezometers, or cathodic protection wells.	☐ DO NOT KNOW	☐ YES	☐ NO
16. Septic system	☐ DO NOT KNOW	☐ YES	☐ NO
17. Process water discharged to the sewer system	☐ DO NOT KNOW	☐ YES	☐ NO

Section F: Fire Prevention Department 425.556.2220 fireprev@redmond.gov

1. Is there rack or shelf storage over 12 feet high at the facility?	☐ YES	☐ NO
2. Is there storage of rubber tires, Group A plastics, flammable liquids, idle pallets, or similar commodities greater than 6 feet high?	☐ YES	☐ NO
3. Do you have an area within your business where 50 or more people congregate? ☐ Meeting/Conference rooms ☐ Cafeterias ☐ Restaurant seating ☐ Auditoriums/Gymnasiums	☐ YES	☐ NO
4. Are there combustible dust producing operations conducted on site?	☐ YES	☐ NO
5. Are cutting and welding activities conducted on site?	☐ YES	☐ NO
6. Are there industrial ovens on site?	☐ YES	☐ NO
7. Is there a repair garage or are motor fuel dispensing activities conducted on site?	☐ YES	☐ NO
8. Are spraying or dipping activities conducted on site?	☐ YES	☐ NO
9. Are compressed gases located on site?	☐ YES	☐ NO
10. Does your building have any of the following life safety systems? ☐ DO NOT KNOW ☐ Fire sprinkler ☐ Fire alarm ☐ Kitchen hood & duct ☐ Other If yes, please provide us the contact information for the building owner or the owner's representative who is responsible for maintaining the life safety systems: Name _____ email _____ phone_____	☐ YES	☐ NO

Section G: Hazardous Materials List 425.556.2753 hazmat@redmond.gov

"Hazardous materials" means any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contiribute to, a substantial present or potential hazard to human health, safety, property or the environment when improperly treated, stored, transported, disposed of, or otherwise managed. Examples of common hazardous materials are parts washer solvents, petroleum hydrocarbons, antifreeze, dry cleaning solvents, etc.

1. Are hazardous materials handled, treated, used, produced, disposed of, or recycled at your facility? ☐ YES ☐ NO
   If yes, indicate the approximate quantities of hazardous materials you have on site.
   ☐ <50 gallons/pounds ☐ 50 to 500 gallons/pounds ☐ 501 to 1,000 gallons/pounds ☐ >1,000 gallons/pounds

If you checked yes to question 1 above, please enter a brief description of the types of chemicals used at your facililty:

_____

_____

_____

_____

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.

I certify under penalty of law (RMC 13.07 and 15.06) that the above information is true and correct 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 understand that failure to comply with City of Redmond business regulations could result in criminal citation and prosecution pursuant to RMC 1.10.110.

This application must be signed or it will not be accepted. Thank you for your assistance!

_____ _____
Signature of Applicant or Representative **Title**

_____ _____
Printed Name **Date**

Section H: Business License Fee Schedule 425.556.2193 businesslicense@redmond.gov

Minimum license fee is $92.00.
Minimum fee covers up to 1,920 hours worked in Redmond in the calendar year.
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 to determine the total amount due.
- 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 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 No. of employee hours **Fee due** *(if less than 1,920 hrs, pay $92.00 minimum fee)*		_____ x $92.00 = $ 0.00 No. of full-time equivalent employees **Fee due** *(if 1 FTE or less, pay $92.00 minimum fee)*