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

City of Redmond
Out of City 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*)
Lic. # _____ NAICS _____

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 on other side 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):* _____
_____
_____
_____

Business phone: _____ Email address: _____

Owner name(s) and phone number(s): _____
_____

Contact name and phone number (if different): _____

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.

WA State UBI No: _____-_____-_____

Business Activity

Describe business activity in detail: _____
_____

Date business to start in Redmond: _____

Fee due(complete fee schedule on next page) $_____
Minimum fee is $106.90. Make checks payable to City of Redmond.

Do you conduct mobile fleet fueling? ☐ yes ☐ no
Do you provide landscaping or tree cutting service? ☐ yes ☐ no
Is your business door-to-door solicitation/peddling? ☐ yes ☐ no
If yes, please request a separate Peddler's License application for each peddler.

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.

_____ _____ _____
Signature (applicant/agent) **Printed Name** **Date**

Business License Fee Schedule

Fee is based on total number of hours worked in Redmond by anyone from this business during the calendar year. Minimum fee of $106.90 covers up to 1,920 hours worked in Redmond in the calendar year.

***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 $.055677 to determine the total amount due.
- The minimum fee for any license is $106.90, which covers up to 1,920 hours worked in the calendar year. If the amount calculated is less than $106.90 enter $106.90 as "fee due". If the amount calculated is greater than $106.90 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 $106.90 to determine the total amount due.
- The minimum fee for any license is $106.90, which covers up to 1 full-time equivalent employee for the calendar year. If the amount calculated is less than $106.90 enter $106.90 as "fee due". If the amount calculated is greater than $106.90 enter that amount as "fee due".

Minimum Fee	A. Reporting by Hours Method	*OR*	B. Reporting by FTE Method
$106.90 (1,920 hrs)	_____ x $.055677 = $ 0.00 No. of employee hours **Fee due** *(if less than 1,920 hrs, pay $106.90 minimum fee)*		_____ x $106.90 = $0.00 No. of full-time equivalent employees **Fee due** *(if 1 FTE or less, pay $106.90 minimum fee)*