



- New Registration
- Address Change
- Ownership Change
- Change of Use

**City of Redmond**  
**In-City Commercial Business License Application**

15670 NE 85<sup>th</sup> St.  
 PO Box 97010 MS: 1SCS  
 Redmond, WA 98073-9710

Phone: 425-556-2193  
 Fax: 425-556-2400  
 Email: [businesslicense@redmond.gov](mailto: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](mailto: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](mailto:businesslicense@redmond.gov)**

1. Business Name: \_\_\_\_\_
2. DBA (if any): \_\_\_\_\_
3. Business Location: \_\_\_\_\_  
 Bldg # (if any) \_\_\_\_\_ Suite # (if any) \_\_\_\_\_
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. Emergency contact name(s) and phone number(s): \_\_\_\_\_  
 \_\_\_\_\_
10. 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.
11. 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.). \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
12. Gross square feet of floor space:
13. Fee due \$ \_\_\_\_\_  
**MINIMUM FEE is \$112.00. Complete fee schedule on p. 4.**  
**Make checks payable to City of Redmond.**
14. Date business opened in Redmond: \_\_\_\_\_

15. 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.

Contact Name		Title or Position
Contact Phone	EXT	Contact e-mail

Please check yes or no to each of the questions in Sections C through H. 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](mailto:planneroncall@redmond.gov)**

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1. Are you planning on opening a restaurant, daycare, or a business with an assembly and/or educational use? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. Do you have 100 or more employees who arrive to work between 6:00 and 9:00AM?                             | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

**Section D: Building Department 425.556.2493 [plansexaminer@redmond.gov](mailto:plansexaminer@redmond.gov)**

- |  |  |
|--|--|
| 1. Previous IBC Occupancy (if known):  | <input type="checkbox"/> DO NOT KNOW                     |
| 2. Change of use occurring on the property (e.g. retail to restaurant)<br>Describe change of use:  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. Is there rack storage taller than 5 feet 9 inches being installed for the use of this business? | <input type="checkbox"/> YES <input type="checkbox"/> NO |

**Section E: Natural Resources Department 425.556.2174 [groundwater@redmond.gov](mailto:groundwater@redmond.gov)**

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

- |  |                                      |  |
|--|--------------------------------------|--|
| 1. Above or below ground fuel/oil storage tanks, heating oil tanks, waste oil tanks, or generators   | <input type="checkbox"/> YES         | <input type="checkbox"/> NO                              |
| 2. Cleaning, washing, or rinsing of vehicles, parts or equipment<br><input type="checkbox"/> Vehicles <input type="checkbox"/> Equipment <input type="checkbox"/> Parts washer <input type="checkbox"/> Other  | <input type="checkbox"/> YES         | <input type="checkbox"/> NO                              |
| 3. Hydraulic lifts, elevators or escalators (do not include mobile forklifts)  | <input type="checkbox"/> YES         | <input type="checkbox"/> NO                              |
| 4. Liquid petroleum refining, reprocessing and storage   | <input type="checkbox"/> YES         | <input type="checkbox"/> NO                              |
| 5. Bulk storage facilities as defined in Chapter 21.78 of the Redmond Zoning Code  | <input type="checkbox"/> YES         | <input type="checkbox"/> NO                              |
| 6. 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)   | <input type="checkbox"/> YES         | <input type="checkbox"/> NO                              |
| 7. Chemical manufacturing, including but not limited to organic and inorganic chemicals, plastics and resins, pharmaceuticals, cleaning compounds, paints and lacquers, and agricultural chemicals   | <input type="checkbox"/> YES         | <input type="checkbox"/> NO                              |
| 8. Dry cleaning establishment? If yes, indicate which cleaning solvent is used.<br><input type="checkbox"/> perchloroethylene <input type="checkbox"/> hydrocarbon <input type="checkbox"/> Other _____  | <input type="checkbox"/> YES         | <input type="checkbox"/> NO                              |
| 9. Primary and secondary metal industries that manufacture, produce, smelt, or refine ferrous and non-ferrous metals from molten materials.  | <input type="checkbox"/> YES         | <input type="checkbox"/> NO                              |
| 10. Wood preserving, wood products preserving or treated wood storage  | <input type="checkbox"/> YES         | <input type="checkbox"/> NO                              |
| 11. Mobile fleet fueling operations The practice of filling fuel tanks of vehicles from tank vehicles. Mobile fleet fueling is also known as wet fueling and wet hosing. Mobile fleet fueling does not include fueling at construction sites.  | <input type="checkbox"/> YES         | <input type="checkbox"/> NO                              |
| 12. Handling of products containing<br><input type="checkbox"/> PERC (Perchloroethylene, Tetrachloroethene, PCE) <input type="checkbox"/> Trichloroethene (TCE) <input type="checkbox"/> Benzene<br><input type="checkbox"/> Toluene <input type="checkbox"/> Ethylbenzene <input type="checkbox"/> Methyl t-butyl (MTBE) <input type="checkbox"/> Cyanide | <input type="checkbox"/> YES         | <input type="checkbox"/> NO                              |
| 13. Septic System  | <input type="checkbox"/> DO NOT KNOW | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 14. Process water discharged to the sewer system   | <input type="checkbox"/> DO NOT KNOW | <input type="checkbox"/> YES <input type="checkbox"/> NO |

**Section F: Fire Prevention Department 425.406.0865 [firedevelopmentservices@redmond.gov](mailto:firedevelopmentservices@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
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  YES  NO  
 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 \_\_\_\_\_

**Section G: Hazardous Materials List 425.556.2174 [groundwater@redmond.gov](mailto:groundwater@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 contribute 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 above, please attach a sheet with a brief description of the types of chemicals used at your facility.**

\_\_\_\_\_

**Section H: Wastewater Department 425.556.2828 [wastewater@redmond.gov](mailto:wastewater@redmond.gov)**

1. Will your business conduct any food service, processing or preparation?  YES  NO
2. Will your business be plumbed to a grease removal device? (Grease trap or grease interceptor)  DO NOT KNOW  YES  NO

*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 I: Business License Fee Schedule 425.556.2193 [businesslicense@redmond.gov](mailto:businesslicense@redmond.gov)**

Minimum license fee is \$112.00.

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 \$.058333 to determine the total amount due.
- The minimum fee for any license is \$112.00 which covers up to 1,920 hours worked in the calendar year. If the amount calculated is less than \$112.00 enter \$112.00 as "fee due". If the amount calculated is greater than \$112.00 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 \$112.00 to determine the total amount due.
- The minimum fee for any license is \$112.00, which covers up to 1 full-time equivalent employee for the calendar year. If the amount calculated is less than \$112.00 enter \$112.00 as "fee due". If the amount calculated is greater than \$112.00 enter that amount as "fee due".

Minimum Fee	A. Reporting by Hours Method
<b>\$112.00</b> <b>(1,920 hrs)</b>	$\underline{\hspace{2cm}} \times \$0.058333 = \$ \underline{\hspace{2cm}}$ <p>No. of employee hours <b>Fee due</b> <i>(if less than 1,920 hrs, pay \$112.00 minimum fee)</i></p>

OR

B. Reporting by FTE Method
$\underline{\hspace{2cm}} \times \$112.00 = \$ \underline{\hspace{2cm}}$ <p>No. of full-time equivalent employees <b>Fee due</b> <i>(if 1 FTE or less, pay \$112.00 minimum fee)</i></p>

