





**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 \$115.00.

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 \$.059895 to determine the total amount due.
- The minimum fee for any license is \$115.00 which covers up to 1,920 hours worked in the calendar year. If the amount calculated is less than \$115.00 enter \$115.00 as "fee due". If the amount calculated is greater than \$115.00 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 \$115.00 to determine the total amount due.
- The minimum fee for any license is \$115.00, which covers up to 1 full-time equivalent employee for the calendar year. If the amount calculated is less than \$115.00 enter \$115.00 as "fee due". If the amount calculated is greater than \$115.00 enter that amount as "fee due".

Minimum Fee	A. Reporting by Hours Method
<b>\$115.00 (1,920 hrs)</b>	$\underline{\hspace{2cm}} \times \$0.059895 = \$ \underline{\hspace{2cm}}$ <p>No. of employee hours <b>Fee due</b> (if less than 1,920 hrs, pay \$115.00 minimum fee)</p>

OR

B. Reporting by FTE Method
$\underline{\hspace{2cm}} \times \$115.00 = \$ \underline{\hspace{2cm}}$ <p>No. of full-time equivalent employees <b>Fee due</b> (if 1 FTE or less, pay \$115.00 minimum fee)</p>

