City of Redmond
Home Based Business License Application

15670 NE 85th St      Phone: 425-556-2193
PO Box 97010  MS: 1SCS      Fax: 425-556-2260
Redmond, WA 98073-9710   Email: businesslicense@redmond.gov

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 $115.00. 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 ________________

(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.
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 conducted 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 area, 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.

Please Complete All Pages Page 2 Revised 12/18
**Business License Fee Schedule**

<table>
<thead>
<tr>
<th>Minimum Fee</th>
<th>A. Reporting by Hours Method</th>
<th>OR</th>
<th>B. Reporting by FTE Method</th>
</tr>
</thead>
</table>
| $115.00 (1,920 hrs) | \[
\text{No. of employee hours} \times 0.059895 = \text{Fee due}
\]
| (if less than 1,920 hrs, pay $115.00 minimum fee) | | \[
\text{No. of full-time equivalent employees} \times 115.00 = \text{Fee due}
\]
| (if 1 FTE or less, pay $115.00 minimum fee) |