



- 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: 1SCS
 Redmond, WA 98073-9710

Phone: 425-556-2193
 Fax: 425-556-2260
 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: _____ - _____ - _____ State Contractor's License (if applicable): _____

Business Activity

Describe business activity in detail: _____

 Date business to start in Redmond: _____ **Fee due (complete fee schedule on next page) \$** _____
Is your business located outside of Redmond AND will gross less than \$2,000 in Redmond? Please complete form, sign and return.
 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

House Bill 2005, passed by the Washington State Legislature in 2017, takes effect January 1, 2019. The bill created a model definition for “engaging in business” and the bill also created a minimum sales/revenue threshold for those coming in to the City to conduct business. If your business is located outside of Redmond AND you will gross less than \$2000.00 in Redmond, registering for a Redmond Business License is still required but will be exempt from the license fee. If your business is located outside of Redmond AND you will gross less than \$2,000 in Redmond – no payment is due.

Note: Enter NO PAYMENT DUE in Fee Due field in Business Activity section on previous page.

If you will gross more than \$2,000 in Redmond –
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 without a full calendar year history would need to estimate the number of employee hours that will be worked in the current calendar 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 the 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”.

B. Reporting by FTE

Determining the number of full-time equivalent employees in Redmond:

Note: Employers without a full calendar year history would need to estimate the number of full-time equivalent employees who will work in the city in the current calendar 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 the 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	OR	B. Reporting by FTE Method
\$115.00 (1,920 hrs)	$\underline{\hspace{2cm}} \times \$0.059895 = \$ \underline{\hspace{2cm}}$ <p>No. of employee hours Fee due <i>(if less than 1,920 hrs, pay \$115.00 minimum fee)</i></p>		$\underline{\hspace{2cm}} \times \$115.00 = \$ \underline{\hspace{2cm}}$ <p>No. of full-time equivalent employees Fee due <i>(if 1 FTE or less, pay \$115.00 minimum fee)</i></p>

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.