



General Business License Required: Every business enterprise, including but not limited to seasonal, temporary, or portable sales businesses, shall first obtain, from the City of Renton, a general business license. The general business license shall not be transferable. *Reference Renton Municipal Code Title 5 Chapter 5*

HOME BASED BUSINESS INFORMATION

Business **CANNOT** operate without an approved license. *Applications may take 1-2 weeks for processing and in some cases longer.*

New Business Location Change New Ownership Name Change

Projected Annual Gross Revenue (in Renton): \$ _____ **Projected Annual Hours Worked (in Renton):** _____

BUSINESS NAME AND PHYSICAL LOCATION:

WA State UBI#: _____

Contractor's Lic # (if applicable) _____

Have you previously had a Renton Business License? **Yes** **No**

Is your business door-to-door solicitation/peddler? **Yes** **No**

*If **Yes**, please stop and complete a Peddler Permit Form*

Are you a non-profit entity? **Yes** **No**

*If **Yes**, please provide a copy of IRS 501(c)(3) award letter*

Date business is to open/operate in Renton: _____/_____/20____

Mailing Address (Check if same as above)

Owner's Name: _____

Business Phone #: _____

Business Email: _____

Owner's Cell # _____

Owner's Email: _____

Emergency Name & Telephone Number (**Other than owner**)

1. _____

2. _____

EXPLAIN, IN DETAIL, THE BUSINESS OPERATIONS YOU WILL BE PERFORMING AT THIS ADDRESS

BUSINESS LICENSE FEES AND REPORTING REQUIREMENTS

REPORTING: Businesses will be sent an annual renewal notice. Businesses are required to report yearly gross revenue and all hours worked (**this includes hours for owners, family, employees, whether a wage is paid or not**) for the previous full four (4) quarters prior to the expiration date. Hours worked in excess of 1,200 hours will pay .0352 per hour, in addition to the initial Annual Registration Fee of \$150.00 paid at the time of this application. Businesses with over \$1.5M in revenue per year will pay a Business and Occupation tax **instead** of a license fee based on hours worked. Depending on the annual gross revenue, a business may be required to report quarterly or annually.

However, every business is required to report all gross revenue and hours worked yearly, whether you receive a renewal from the city or not.

I hereby swear or affirm that the statements and information furnished by me on this application are, to my knowledge, accurate, true and complete. I acknowledge these statements and information are public records that may be available for public inspection pursuant to RCW 42-56, the Public Records Act, and that any inaccurate, false, or incomplete statement may be a crime under the RCW and/or RMC, punishable under RCW 9.92 and/or RMC 1-3-1

SIGNATURE: _____

DATE: _____

PRINT NAME: _____

Annual Registration Fee Due Now: \$150.00

Return Completed Application with payment to:

City of Renton License Division
1055 South Grady Way
Renton, WA 98057

Phone: 425-430-6851
Email: licensing@rentonwa.gov

FOR OFFICE USE ONLY	Amount Paid	Date	Payment Type	NAICS	Application #

Section 4-9-090 of the Renton Municipal Code allows certain types of businesses to be operated in residential areas. The Zoning Administrator must determine whether your application complies with the City's regulations. The following information about your Home Occupation Business **is required**.

Will your home be used for office space only? Yes No If **YES**, explain: _____

Will your business have retail sales from your home? Yes No If **YES**, explain: _____

Will your business provide personal services at your home? Yes No If **YES**, explain: _____

Will your proposed home business occupy more than twenty-five percent (25%) or more than five hundred (500) square feet of the residence? Yes No If **YES**, explain: _____

Will you have any other equipment at your residence except that type typically used for domestic purposes? Yes No If **YES**, explain: _____

Will your business have merchandise stored within the dwelling or detached structure? Yes No If **YES**, explain: _____

Will your business have deliveries of products or materials to and from the premises? Yes No If **YES**, how frequently? _____

Will flammable or combustible liquids, compressed gases or other hazardous materials be used in your business? Yes No If **YES**, a permit may be required from Renton Fire & Emergency Services, Community Risk Reduction.

List the products to be used and amounts: (PLEASE USE ADDITIONAL PAPER IF NEEDED)

<u>PRODUCT</u>	<u>AMOUNT</u>	<u>PRODUCT</u>	<u>AMOUNT</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

HOME OCCUPATION BUSINESS REQUIREMENTS

THE PROPERTY ON WHICH THE BUSINESS IS LOCATED MUST BE THE PRIMARY RESIDENCE OF THE BUSINESS OWNER.

THE HOME OCCUPATION SHALL NOT EMPLOY MORE THAN ONE NONRESIDENT OF THE DWELLING UNIT.

IF THE BUSINESS IS LOCATED IN AN **APARTMENT COMPLEX**, A LETTER FROM THE OWNER OR MANAGER OF THE APARTMENT COMPLEX STATING IT IS OKAY FOR THE BUSINESS TO BE CONDUCTED FROM THE APARTMENT IS REQUIRED **WITH APPLICATION**.

THE APPEARANCE OF YOUR HOME **CANNOT** BE CHANGED BY ANY OF THE FOLLOWING:

- Exterior signs exceeding two (2) square feet per RMC 4-9-090 4 n
- Additional parking
- Exterior storage
- Parking of commercial vehicles
- Any other external indication of a home business

BUILDING PERMITS ARE REQUIRED PRIOR TO ANY ALTERATIONS TO YOUR HOME.

PORTABLE FIRE EXTINGUISHERS **MUST BE PROVIDED**, 2A-10BC MINIMUM SIZE. EXACT NUMBER AND PLACEMENT DETAILS CAN BE OBTAINED FROM RENTON FIRE & EMERGENCY SERVICES, COMMUNITY RISK REDUCTION. ANNUAL SERVICE REQUIRED.

AN ANNUAL INSPECTION OF THE PREMISES MAY BE REQUIRED DURING NORMAL WORKING HOURS FOR THE PURPOSE OF ASCERTAINING AND CAUSING TO BE CORRECTED, ANY CONDITION WHICH WOULD REASONABLY TEND TO CAUSE FIRE OR CONTRIBUTE TO ITS SPREAD AS PER CITY ADOPTED CODES AND ORDINANCES.