



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*

BUSINESS INFORMATION

Business **CANNOT** operate without an approved license. *Inside City applications may take 1-2 weeks for processing*

Check all that apply: Inside City Outside City 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) _____

Legal Owner(s), **(of YOUR business)**, Name and address:

Business Telephone: () _____

Home Phone: () _____ Cell: () _____

Business Email Address: _____

Owner's Email: _____

Mailing Address (Check if same as above)

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

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

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

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

If Yes, please stop and complete a Peddler Permit Form

Describe Type of Business In Detail:

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

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

IF YOUR BUSINESS IS LOCATED OUTSIDE OF RENTON

List address of where first job is to be performed:

BUSINESS LICENSE FEES AND REPORTING REQUIREMENTS ON FIRST ANNUAL RENEWAL

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. Businesses with over \$1.5 Million 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 #

WILL YOUR BUSINESS HAVE ANY OF THE FOLLOWING

Gambling (Pull Tabs, Card Rooms, Punchboards) **Yes** **No** If **YES** describe: _____

Entertainment Devices (Pool Tables, Jukeboxes, Video Games, or any other device where money is used to play) **Yes** **No** If **YES** list type & quantity: _____

Events that will charge an Admission Fee? **Yes** **No** If **YES** describe: _____

WILL THE APPEARANCE OF YOUR BUSINESS CHANGE BY ANY OF THE FOLLOWING

Exterior display **Yes** **No** If **YES**, explain: _____

Exterior building alterations **Yes** **No** If **YES**, explain: _____

Additional parking **Yes** **No** If **YES**, explain: _____

Exterior storage **Yes** **No** If **YES**, explain: _____

Interior remodel or alteration **Yes** **No** If **YES**, explain: _____

If known, what was the previous business at your location? _____

Will your business be the same type as the previous business at this location? **Yes** **No**

If **NO**, please explain the new type of your business: _____

Will your business have signs? **Yes** **No**

If **YES**, how many, sign type and size: _____

Will your business be a mobile food vendor? **Yes** **No**

Will your business be a temporary sales location? **Yes** **No**

Will your business have 10 or more shopping carts available for customers? **Yes** **No**

STRUCTURAL INFORMATION

Square footage of the business: _____

Occupancy load of business. Indicate **MAXIMUM** number of persons on the business premises: _____

Is the premises protected by a fire alarm? **Yes** **No** If **YES**, Name of Fire Alarm Monitoring Company: _____

Does your business have a burglar alarm system? **Yes** **No** If **YES**, Name of Alarm Monitoring Company: _____

Is the system protected by a sprinkler system? **Yes** **No**

Will your business use flammable and/or combustible liquids, compressed gases or other hazardous materials? **Yes** **No**

If **YES**, provide the following information (attach additional pages if more space is needed):

(1) Chemical Names (s): _____

(2) Amount: _____

(3) Purpose of it's use: _____

BUSINESS REQUIREMENTS

NOTE: Restaurant and Food Handlers are required to submit a copy of their Health Department Certificate with their City of Renton Business License Application. (WAC 246-217)

NOTE: 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.

NOTE: Annual inspections will be conducted by the City's Fire Department, Community Risk Reduction per adopted City Ordinances.

NOTE: Prior to commencing your business, you may be required to meet with Fire and/or the Building Department and the Water Utility to determine whether your business will meet all applicable City codes for the type of business proposed.

NOTE: Permits may be required from Fire and/or the Building Department and the Water Utility for your proposed use, operation or remodeling.