

Renton Business License Application



Annual License Fee: \$150.00 (if applying for the first time before July 1)
Pro-Rated License Fee \$75.00 (if applying for the first time after July 1)

FILL OUT THIS FORM COMPLETELY (INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED)

Check all that apply: In City Business Outside City Business (Business located in another city, but entering Renton to engage in business)

New Business
 Additional Location
 Location Change
 New Ownership
 Name Change

LEGAL ENTITY NAME		WA STATE UBI#	
BUSINESS OR TRADE NAME (DBA)		BUSINESS PHONE	
PHYSICAL ADDRESS OF BUSINESS			
MAILING ADDRESS OF BUSINESS Check if same as physical address			
BUSINESS LICENSE CONTACT NAME		PHONE	EMAIL ADDRESS
TAX CONTACT NAME		PHONE	EMAIL ADDRESS
LOCAL EMERGENCY CONTACT (OTHER THAN ABOVE OR OWNER)		PHONE	EMAIL ADDRESS
Is your business (check all that apply) <input type="checkbox"/> Minority Owned Business <input type="checkbox"/> Women Owned Business <input type="checkbox"/> Veteran Owned Business			
Business Entity Type (check only one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> LLC or PLLC <input type="checkbox"/> Non-Profit 501 <input type="checkbox"/> Government Entity <small>(Must provide copy of 501 IRS Ltr)</small>			
FIRST ACTIVITY DATE IN RENTON	PROJECTED ANNUAL REVENUE IN RENTON		NUMBER OF EMPLOYEES
	\$		
NATURE OF BUSINESS (CHECK ALL THAT APPLY) <input type="checkbox"/> Retail <input type="checkbox"/> Manufacturing-Extracting <input type="checkbox"/> Service <input type="checkbox"/> Utility <input type="checkbox"/> Wholesale <input type="checkbox"/> Gambling (Pull Tabs / Card Games) <input type="checkbox"/> Printing/Publishing <input type="checkbox"/> Charging Admission for Events/Shows <input type="checkbox"/> Door to Door Sales <input type="checkbox"/> Mobile Food Vendor Other: _____		DETAILED DESCRIPTION OF PRINCIPAL BUSINESS ACTIVITY IN RENTON	

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

APPLICANT'S SIGNATURE		PRINT NAME	TITLE	
E-MAIL		PHONE #	DATE SIGNED	
FOR OFFICE USE ONLY				
Date	Amount Paid	Payment Type	NAICS	Registration #

WILL YOUR BUSINESS HAVE ANY OF THE FOLLOWING (check all that apply)	
<input type="checkbox"/> Will there be customers on premise If so, how many per week? _____ Remodeling or alterations Additional Parking Exterior Storage	<input type="checkbox"/> Will Your business have shopping carts? If so how many? _____ Fire Alarm Sprinkler System Flammable Materials

CHECK & COMPLETE ONE	SOLE - PROPRIETOR	OWNER'S LAST NAME	FIRST NAME	E-MAIL
		SPOUSE'S LAST NAME	FIRST NAME	E-MAIL
		OPERATED BY BOTH SPOUSES? Yes No		
	PARTNERSHIP	1ST PARTNER'S LAST NAME	FIRST NAME	E-MAIL
		2ND PARTNER'S LAST NAME	FIRST NAME	E-MAIL
		3RD PARTNER'S LAST NAME	FIRST NAME	E-MAIL
	CORPORATION OR LLC	PRESIDENT'S LAST NAME	FIRST NAME	E-MAIL
		VICE PRESIDENT'S LAST NAME	FIRST NAME	E-MAIL
		SECRETARY'S LAST NAME	FIRST NAME	E-MAIL
		TREASURER'S LAST NAME	FIRST NAME	E-MAIL

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)

Portable fire extinguishers must be provided, 2A-10BC minimum size. Exact number and placement details can be obtained from Renton Regional Fire Authority, Office of the Fire Marshal. Annual service required.

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

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.

Annual inspections will be conducted by the Renton Regional Fire Department, Community Risk Reduction per adopted City Ordinances.

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.

5-5-7 REFUND OF LICENSE FEE:

A. Revocation: Upon revocation, suspension, or denial of any license as provided in this chapter, no portion of the license fee shall be returned to the licensee.

B. License Application Withdrawn: Upon a licensee's request to withdraw their initial application, the fee paid shall be returned to the applicant by the City, together with notice that the application has been withdrawn; provided that, no refund shall be made where the applicant has engaged in the business activity for which the license was intended, or where inspection has been performed by any City department to review said license application.

<p><u>PAYMENT PAYABLE TO AND MAILED TO:</u> City of Renton, Tax & License Division 1055 S Grady Way Renton, WA 98057</p>	<p><u>ADDITIONAL INFORMATION</u> Apply on-line at www.filelocal-wa.gov Washington State Department of Revenue www.dor.wa.gov 425-656-5100</p>
--	---