

Renton Business License Application

Annual License Fee: \$150.00 - After July 1st, \$75.00



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 (Street Number, Street, City, State, Zip) | | | |
| MAILING ADDRESS (Street Number, Street, City, State, Zip) <small>Check if same as physical address</small> | | | |
| PRIMARY BUSINESS LICENSE CONTACT NAME | PHONE | EMAIL ADDRESS | |
| PRIMARY TAX CONTACT NAME | PHONE | EMAIL ADDRESS | |
| EMERGENCY CONTACT (OTHER THAN ABOVE OR OWNER) | PHONE | EMAIL ADDRESS | |
| BUSINESS ENTITY TYPE <div style="display: flex; justify-content: space-between;"> <div> Individual / Sole Proprietorship Corporation Partnership </div> <div> COMMERCIAL BUSINESS LLC Non-Profit 501 <small>(Must provide copy of 501 IRS Ltr)</small> </div> <div> RENTON HOME BASED BUSINESS Government Entity </div> </div> | | | |
| COMPANY WEBSITE | FIRST ACTIVITY DATE IN RENTON | PROJECTED RENTON REVENUE | NUMBER OF EMPLOYEES |
| NATURE OF BUSINESS (CHECK ALL THAT APPLY) <div style="display: flex;"> <div style="flex: 1;"> Retail Service Wholesale Printing/Publishing Door to Door Sales MWBE Certified </div> <div style="flex: 1;"> Manufacturing-Extracting Utility Gambling (Pull Tabs / Card Games) Charging Admission for Events/Shows Mobile Food Vendor Other </div> </div> | | 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 | Application # |

WILL YOUR BUSINESS HAVE ANY OF THE FOLLOWING (check all that apply)

| | |
|---|--|
| <input type="checkbox"/> How many customers do you expect weekly? _____ | <input type="checkbox"/> Shopping carts, if so how many? _____ |
| <input type="checkbox"/> Remodeling or alterations | <input type="checkbox"/> Fire Alarm |
| <input type="checkbox"/> Additional Parking | <input type="checkbox"/> Sprinkler System |
| <input type="checkbox"/> Exterior Storage | <input type="checkbox"/> Flammable Materials |
| <input type="checkbox"/> Entertainment Devices (pool tables, dart boards, video games, etc) | <input type="checkbox"/> Customers on Premise |

| | | | | |
|--|-----------------------------------|--|------------|--------|
| C H E C K & C O M P L E T E O N E | 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 Fire & Emergency Services, Community Risk Reduction. 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.

Projected revenue is required to be completed. Failure to complete required fields will result in delays in processing your application. Businesses with anticipated Renton revenues of \$2000 will be required to complete the registration but pay no fee for the license. You will be required to report revenue at year end. Any registration not qualifying for the zero fee registration at year end will be expected to pay the license fee or face penalties.