



**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:** \$ \_\_\_\_\_ **Projected Annual Hours Worked:** \_\_\_\_\_

**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 BASED OUT OF CITY**  
**Address of where first job is to be performed:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**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 \$110.00 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: \$110.00**

**Return Completed Application with payment to:**

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

Phone: 425-430-6851  
 Fax: 425-430-6983  
 Email: [licensing@rentonwa.gov](mailto:licensing@rentonwa.gov)

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

**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.