



# City of Kent Master Business License Application

City of Kent Customer Service • 220 Fourth Avenue S. • Kent, WA 98032-5895  
253-856-5210 • customerservice@KentWA.gov

DATE:

## BUSINESS INFORMATION

All licenses expire December 31. Re-Issue invoice mailed end of calendar year.

Legal Entity Name: \_\_\_\_\_

Trade Name DBA: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

WA State UBI#: \_\_\_\_\_

☐ Individual ☐ Partnership ☐ LLC ☐ Corporation ☐ Other

Type of Business: (check all that apply) ☐ Wholesale Trade ☐ Retail Trade ☐ Service ☐ Manufacturing  
☐ Construction ☐ Govt. ☐ Transp./Commun./Util. ☐ Finance/Insur./RE ☐ Education ☐ Health Industry  
☐ Sales/Mktg. ☐ Other \_\_\_\_\_

Description of Business Activity: \_\_\_\_\_

Date when business activity began in Kent: \_\_\_\_\_

Owner(s)/Officers Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Estimated Annual Gross Income in Kent (Check the box that applies to your business)

☐ \$0 - \$2,000 ☐ \$2,001 - \$200,000 ☐ \$200,001 - \$1,000,000 ☐ More than \$1,000,000

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## THIS SECTION APPLIES TO BUSINESSES THAT HAVE A PHYSICAL LOCATION WITHIN CITY LIMITS

### COMMERCIAL BUSINESSES

NAICS Code: \_\_\_\_\_ Square Footage: \_\_\_\_\_

Do You Share a Location with Another Business? ☐ No ☐ Yes (If yes, please call C/S at 253-856-5201)

If so please list other entity: \_\_\_\_\_

Will your business engage in selling, giving away, distributing, dispensing, exchanging for anything of value, planting, growing, processing, packaging, storing, or any other act relating to marijuana as that term is defined in RCW 69.50.101?

☐ Yes ☐ No

Do you have more than one location within the City of Kent? ☐ Yes ☐ No

If yes, please list location(s): \_\_\_\_\_

Does your business require a specialty license (i.e. Applicable if your business has Amusement Devices, Cabaret, or Pool & Billiard Tables)? ☐ Yes ☐ No

If so please list: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

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COMMERCIAL BUSINESSES (CON'T)

Total number of employees (Use this number to determine license fee)  
Driver's License # (Kent Businesses only)

Fee Schedule

NUMBER OF EMPLOYEES:		OPENING JULY 1
0-24 Employees	\$249.54	\$199.54
25-49 Employees	\$349.54	\$249.54
50-99 Employees	\$549.54	\$349.54
100 or more employees	\$749.54	\$449.54
Independent Contractor	\$101.00	\$51.00
(Example: Someone leasing a chair at a licensed salon or barber shop)		
Non-Profit	No Charge	501 (c)3 Required
Relocation in Kent	No Charge	(New App. req.)

Prior Kent Address:

NON-RESIDENT BUSINESS THIS SECTION IS FOR BUSINESSES WHICH DO NOT HAVE AN OFFICE OR PHYSICAL LOCATION IN THE CITY OF KENT.

Fee Schedule

If your annual gross income in Kent is \$2000 or less you are not required to obtain a business license with the City of Kent.  
This is for non-resident businesses only.

Operating before July 1	\$101.00
Operating after July 1	\$51.00

RENTAL HOUSING BUSINESS SECTION THIS SECTION IS ONLY FOR RENTAL PROPERTIES WHICH CONTAIN TWO OR MORE HOUSING UNITS

Fee Schedule

Opening July 1

2 to 10 units	\$101.00	\$51.00	A \$13 per unit Rental Housing Inspection Program (RHIP) fee will be added to your business license fee. If you have any questions please visit KentWA.gov/rentalhousinginspection for more information or call 253-856-5454.
11 to 50 units	\$301.00	\$151.00	
51 and above	\$601.00	\$301.00	

Total number of rental units x \$13 = \$ Please include this fee with your licensing payment of \$101, \$301, or \$601

TAX REGISTRATION

By completing this application, you are also registering to file City of Kent business and occupation (B&O) tax returns. If your business activities are exempt from B&O tax, please write the reason(s) here:

The City also levies a utility tax, admissions tax, and gambling tax upon certain business activities. For tax forms or additional information, visit us at KentWA.gov or contact the Tax Division at 253-856-6266.

I hereby certify that the statements and information furnished by me on this application are true and complete to the best of my knowledge. I also acknowledge that the statements and information furnished by me on this application are public records and are available for public inspection pursuant to State of Washington RCW 42.17.260. I understand that issuance of this license is conditioned upon compliance at all times with all applicable ordinances, regulations and statutes of the City of Kent and State of Washington. The issuance of this business license does not imply compliance with the Zoning, Uniform Fire and Building Codes.

Signature: Print Name:  
Title: Date:

.....INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. ....



City of Kent

## General Business License Information

### INFORMATION

1. City of Kent Ordinance #3035 states, *"It is unlawful for any person to conduct, operate, engage in or practice any business in the City of Kent without having first obtained a general business license for the current calendar year or unexpired portion of the calendar year, and paying the applicable fee."* This applies to all commercial businesses, as well as independent contractors. The operation of two or more businesses at one location will require separate licenses. **The penalty for operating without a valid City license is \$500.00.** Persons under the age of 18 years are not required to have a business license.

All commercial businesses are required to obtain a Washington State Tax Registration (UBI) number, before applying for the City of Kent's business license. **The Department of Revenue's local office is located at 20819 - 72nd Ave. S., #680 in Kent (Centerpoint Corp. Park), and may be called at 425-656-5100.**

Businesses operated not for profit are exempt from paying a business license fee upon application and submittal of a copy of the business' Internal Revenue's nonprofit determination, 501(c)(3), or the Secretary of State's certificate of Non-Profit status. However, an informational license will be required for each location.

2. **Zoning/Permits:** Please check with the Planning Services Division on zoning and sign information, and the Building Services Division on building permits and tenant improvements. The City's Planning Services is located on the first floor in the Centennial Building, 400 W. Gowe St. (One building east of City Hall on Gowe St.) Planning Services telephone number is **(253) 856-5454.**
3. **Ownership Change:** Licenses are not transferable. A new license is required upon change of ownership, and/or when the primary business being conducted has significantly changed.
4. **License Posting:** Business Licenses are to be displayed in a conspicuous location on the premises by the licensee. A separate business license is required for each branch, establishment or location at which business related activity is conducted. An informational license may be allowed for those businesses who use another location for warehousing purposes only. Where offices are not available to display the license, property/business owners or property managers may retain the physical license in their files.
5. **Relocation:** When a business relocates to another location **within** the City limits, an updated application must be completed indicating the new information. The business license number remains the same, and there is no charge for this service. An updated license will be issued for the new location.
6. **Health Inspections:** Issuance of business licenses to restaurants, espresso carts, wholesale food manufacturers, meat processors and hot tub establishments are contingent upon receipt of satisfactory King County Health Department inspections. Call **(206) 296-4708** to schedule inspections.
7. **Initial Fire Department Inspections:** The fee for initial Fire Department inspections for new businesses shall be **\$148.54** per application. This does not apply if you are an independent contractor, or have rental property where there are 2 or more units.
8. **Renewals:** Invoices are mailed first week of December and payments are due by January 1st. Licenses expire December 31st of each year.
9. **Issuance:** Licenses are generally issued weekly. Incomplete applications will be returned.
10. **Public Record:** A disclaimer stating the information disclosed on the City of Kent Business License application is considered to be a public record, pursuant to State of Washington RCW 42.17.260.