210 W 6th Avenue * PO Box 6108 * Kennewick, WA 99336-0108
Phone (509) 585-4266 * Fax (509) 585-4383
www.go2kennewick.com

COMMERCIAL BUSINESS LICENSE APPLICATION

I. Business Information - *(If more than one business, attach listing of secondary businesses).*

Business Name (legal) _____

Doing Business As (DBA) _____

Physical Location Address _____ Suite _____

_____

Type of Business _____

Business Activity (product or services rendered) _____

Business Structure: ☐Sole Proprietor ☐Corporation ☐Limited Liability Co
☐ Partnership ☐Limited Liability Partnership ☐Trust

Mailing Address _____

Business Phone (_____)_____e-mail_____

Please Check: ☐ Commercial Location in Kennewick ☐ Outside Kennewick ***(****Skip sections II, VI and VII****)***

II. Business Location Information (for commercial locations in Kennewick only)

Previous business or current business activity at this location_____

Is this a new business activity for this location? *☐ yes ☐ no

Have building modifications or alterations been made, planned,
or in progress to this location? *☐ yes ☐ no

******If you answered **yes** to either question – please see attached check list for submitting a floor plan.*
Exception*: If you are leasing a station in an already licensed business, no floor plan is needed.*

III. Business Owner Information – (*attach owner or corporate officer information if additional space is needed).*

1. Owner, Manager or Officer_____

   Title or Position _____

   Home Address _____

   Date of Birth _____ Home Phone (___)_____

   E-mail address_____ Cell Phone (___)_____

2. Co-Owner, Manager or Officer_____

   Title or Position _____

   Home Address _____

   Date of Birth _____Home Phone (___)_____

   E-mail address_____ Cell Phone (___)_____

IV. Additional Business Information (NA if not applicable)

Fax # _____ E-Mail _____

WA State Contractor's License_____
Expiration Date _____

WA State Family or Adult Care License_____
Attach copy of State License

WA State Tax Registration # (UBI) _____

Answer each of the following questions

	Yes	No	How Many
Do you operate vehicles for hire?	☐	☐	_____
	If yes, a Certificate of Insurance is required.		
Do you buy and sell used goods?	☐	☐	
Gambling activity?	☐	☐	
	If yes, Notice of Intent is required.		
Is there a charge for admission?	☐	☐	
Is there a dance floor	☐	☐	
	If yes _____sq ft.		
Will you serve liquor	☐	☐	
Is a cabaret license required?	☐	☐	

Cabaret license required when entertainment is provided with sale of food or beverages.

Number of FTEs (Full-Time Equivalent Employees) _____ (This information required)
For new businesses, please estimate the number of full-time equivalent employees (not less than one). Please include part-time employees and owners, managers, etc. that are working in Kennewick. "Employee" means any person who performs work, labor, or services for a business and is on the business payroll. The term "employee" also includes self-employed persons, sole proprietors, owners, managers, partners, and all full-time, part-time, and temporary employees on the business payroll.

Businesses that have predominately part-time employees or businesses that have employees that work either full-time or part-time outside the City limits of Kennewick may calculate the number of employees by totaling the number of hours worked by each employee within the City limits during the previous year, dividing by 1,920 and rounding to the nearest whole number.

V. Alternate Contact Information

Emergency Dispatch "911", Police and Fire departments need an alternate contact in case there is an after-hours emergency. Please add your alternate contact in the space provided below.

Name _____
Home Address _____
Relationship/Capacity _____
Home Phone (_____)_____Cell Phone_____

VI. Alarm Information (for commercial locations in Kennewick only)

If you have an alarm system an alarm license is required.

Firm _____
Address _____
City _____

Phone (_____)_____ License No_____

VII. Property Management Information (for commercial locations in Kennewick only)

Owner or Management Firm _____
Contact _____
Address _____

Phone (_____)_____

I swear that the information on this application and the required attachments are, to the best of my knowledge, true and complete. I also understand that I am not to conduct business until my business has been approved.

Signature of Applicant _____ **Date**_____

In order for your business license to be approved in a timely manner it is necessary to answer all of the questions completely. Thank you!

For office use only

Parcel #_____

Zoning_____

Is Business Use allowed in Zoning?_____

Floor plan submitted _____

Notes:_____
_____
_____
_____
_____
_____
_____
_____

Welcome to the City of Kennewick

Business Licensing Information Packet - Commercial

****** Important ******

Before you purchase or lease a property and apply for a business license, it is very important to verify that your business activity is authorized for the location.

You may go to Virtual Kennewick at www.go2kennewick.com to check the zoning classification of the property and obtain your parcel number. Our Planning staff will be happy to assist you in determining if your business activity is allowed under current zoning.

Please call **585-4281** or **585-4416** with the parcel number.

Our goal is to process your application for a City of Kennewick business license as quickly as possible. Please review the guidelines below so that we can assist you in expediting the review of your business license application.

Your business license will require the approval of the Planning, Building, Public Works, Police, and Fire Departments. As soon as all the necessary approvals are completed, your Business License will be sent to you. Please allow 10 business days for the approval routing.

A. Business License Application Instructions

- License fees must accompany the application and are **non-refundable**.
- Business license fees are per calendar year and are not prorated.
- Please type or print plainly. Be sure the application is completed and signed. An incomplete license application will delay the review and approval process.
- Each business requires a separate application.
- If more than one business is conducted at the same location, please attach a listing of the secondary businesses. Only the primary business will appear on the face of the business license.
- If the mailing address differs from the business location, please indicate.
- Specify the person's position on the line requesting the name of the owner, manager or officer.
- Only local contacts should be listed as emergency contacts. This information is for your protection should there be an emergency and you cannot be reached.
- Additional permits, insurance and bonding may be required depending on the type of business. If so, copies of documents will be required.
- Most commercial locations will require submission of a floor plan. A sample floor plan is included in this packet.
- You are not authorized to conduct business in the City of Kennewick until your business license application has been approved.

B. *Washington State License – UBI # is required on your City license application.*

- **WA State Business License (UBI) -** Department of Licensing, Business License Services, Olympia, WA 98504, 360-664-1400, www.dol.wa.gov/buslic.htm

C. *Other Agencies to contact if required*

- **WA State Contractor's License,** WA State Dept of Labor & Industries 4310 W 24th Ave., Kennewick, 509-735-0100
- **Daycare License,** Dept. of Children & Family Services, 112 N Edison St., Kennewick , 509-736-2812
- **Food/Beverage Permits,** Benton Franklin Health Dept 7102 W Okanogan Pl., Kennewick ,509-460-4200
- **Liquor License,** Washington State Liquor Control Board, www.liq.wa.gov/licensing/apply-liquor-license
- **Other State Business Licenses,** Department of Licensing Olympia 360-664-1400
- **Gambling Activities,** Washington State Gambling Commission, 1-800-345-2529, www.wsgc.wa.gov

D. License Fee Information

The basic license fee for most businesses is $55 plus $5 for each full-time equivalent employee or FTE. **Part-time employees are counted** – see calculation information below.

Businesses that have predominately part-time employees or businesses that have employees that work either full-time or part-time outside the City limits of Kennewick may calculate the number of employees by totaling the number of hours worked by each employee within the City limits during the previous year, dividing by 1,920 and rounding to the nearest whole number. ***For new businesses, please estimate the number of employee hours that will be worked during the calendar year****.*

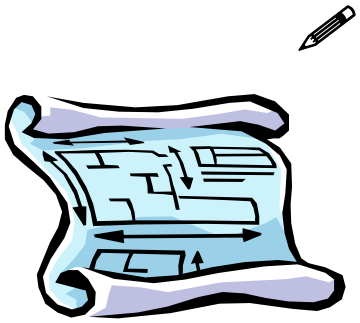
"Employee" means any person who performs work, labor, or services for a business and is on the business payroll. The term "employee" also includes self-employed persons, sole proprietors, owners, managers, partners, and all full-time, part-time, and temporary employees on the business payroll.

Regulatory fees apply for the following businesses:

- Cabarets – $150 plus $5 for each FTE. (" Cabaret" means any room, place or space in which music, singing, dancing or other similar entertainment is permitted in connection with any hotel, restaurant, cafe, club, tavern or other privately owned place which provides the public with food or liquor.)
- Vehicles For Hire – Fee is a basic license fee of $55 plus $5 per FTE and $40 for each vehicle for hire operated within Kennewick.
- Adult Concessions – Minimum of $250 – (Fee will exceed $250 if more than 40 FTEs)
- Alarm Dealers & Alarm Installers – Minimum of $250
- Secondhand Dealers - $250 plus $5 for each FTE.

Please contact Customer Service at 585-4266 if you have any additional questions regarding applicable regulatory fees.

Instructions for drawing a floor plan



Some minor changes may be necessary to accommodate your new business. The following checklist is helpful in determining what the building and fire department will need to verify in order to assure life, health and safety for you, your employees and customers:

1. Measure sizes of rooms and draw dimensions on the attached graph paper using the following scale: 1 square = 2 feet.

2. Label rooms with intended use. (i.e. retail space, offices, meeting rooms, storage, lobby, fixed seating, dance floor etc.)

3. Indicate:
   number of exits, location and size
   fire extinguisher location (2A:10BC) and service date
   counter locations, height and width
   restroom location and floor area, fixture location

4. If walls are to be removed or added, please provide a floor plan showing existing walls to be removed (dashed lines), walls to be added (light solid lines) and existing walls (dark solid lines). See legend on attached sample floor plan.

Food handling businesses:

Please provide a menu in order to determine the type of exhaust system needed “Hood Type”. Type I Hood – is a kitchen hood for collecting and removing grease & smoke. Type II Hood – is a kitchen hood for collecting and removing steam, vapor, heat & odors.

Approval is also required from Enviornmental Health, located at 7102 W. Okanogan Place, Kennewick, telephone number 509-582-7761