If you do not qualify for an exemption or $50 fee, the base fee and RGRL will apply as calculated below.

**Base Fee:** All businesses operating in Kirkland exceeding $12,000.00 are subject to a base fee of $100.

**Revenue Generating Regulatory License Fee Calculation = FTE x $105.00**

- **How many employees (or Full Time Equivalents), including officer / owner / manager, are employed at this location? If you have part-time employees, the FTE calculation worksheet as shown at the bottom of this page must be completed to substantiate your FTE calculation. Add the RGRL amount and the base fee. This total amount is your business license tax fee.**

**Definitions:**

- **Qualified Nonprofit Organization** - Certain organizations exempt from Federal Income Tax: An organization that files with the City a copy of its current IRS 501(c)(3) exemption certificate issued by the Internal Revenue Service.

- **Government Organization** - A governmental entity that engages solely in the exercise of governmental functions. Activities which are not exclusively governmental, such as some of the activities of a hospital or medical clinic, are not exempt under this chapter.

- **Religious Organization** - A nonprofit business operated exclusively for a religious purpose, upon furnishing proof of the Finance Director of its nonprofit status. For the purposes of this chapter, the activities that are not part of the core religious functions are not exempt.

- **Note for new Businesses** - The Revenue Generating Regulatory License for a business that did not submit reports for each of the last 4 quarters to L & I shall be based on the estimated number of employees of that business. If, during the license year, the City determines that the actual number of employees is significantly different than estimated, then the amount of the Revenue Generating Regulatory License may be recalculated for the new business. If the revised Revenue Generating Regulatory License is higher, the business must pay the difference within 30 days after notification. If the Revenue Generating Regulatory License is lower, then the difference will be refunded within 30 days.

**New Business Incentive**

New Business in the City of Kirkland, with 10 or fewer employees, are now exempt from the per employee fee (Revenue Generating Regulatory License - RGRL) for their first year of business. They are only required to pay the basic fee and register all employees.

**Full Time Equivalent Calculation Chart** (estimate for new businesses)

Hours worked by persons who are defined as employees for Revenue Generating Regulatory License (RGRL) for their first year of business. They are required to pay the RGRL and the base fee. This total amount is your business license tax fee.

<table>
<thead>
<tr>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>Total for four quarters</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Divide by 1920 x

Minimum payment $205.00. Must claim 1 employee.

* A fraction shall be rounded to the closest whole number

The City reserves the right to request verification of information provided on the application form and fee worksheet.
9. Property Owner(s)/Leasing Agent

Name: ____________________________
Address: ____________________________
City/State/Airp: ____________________________
Home Phone: ____________________________

10. Specifically describe your business activity: ____________________________

11. Is this business a change of ownership, location change, entity change (within the City of Kirkland), or business activity change?  
Yes  No  If yes, please indicate: ____________________________

12. Is there a Change of Use occurring on the property e.g. retail to restaurant? If yes, did you check with:  
- Planning Department for allowed use, signage or parking (425.587-3225)  Yes  No  
- Fire and Building Department for Fire and Building Codes (425.587-3600)  Yes  No

13. Is this business conducted in a residence?  
Yes  No  If yes, you must submit a Home Occupation Agreement in addition to this form.

14. Occupancy Type:  
- Apartment Building / Condo  
- Office Building  
- Single Family / Duplex  
- Retail  
- Warehouse  
- Hotel / Motel  
- School  
- Other (Please Specify) ____________________________

15. Number of square feet (gross) of floor space / business activity uses: ____________________________

16. Number of workers at this location including owner / manager: ____________________________

17. Type of Business:  
- Business/Prof. Office  
- Restaurant  
- Wholesale  
- Religious  
- Manufacturing  
- Retail  
- Government  
- Utility  
- Medical / Dental Services  
- Service  
- Social/Service Org.  
- Other(Specify) ____________________________

18. Is this a non-profit organization?  
Yes  No  If yes, provide a copy of IRS 501(c)(3) Federal Tax Exemption Certificate.

19. Will any type of live music be conducted at business?  
Yes  No

20. Will any admission fees or cover charge be charged?  
Yes  No

21. Do you store flammable or hazardous materials?  
Yes  No  If yes, please attach a list of type and quantity.

22. Do you or will you have a security alarm(s)?  
Yes  No

23. Has your security alarm system been registered with the City?  
Yes  No  If no, you must contact the False Alarm Managing employee at 425.587.3142 to obtain an Alarm Register Application.

24. Will waste material (other than restrooms) be discharged into the sewer?  
Yes  No  If yes, indicate type:  
- Cooling Water  
- Grease  
- Wash Down or Floor Cleaning  
- Food Waste  
- Product Waste  
- Other (Please Specify) ____________________________

25. Will you have any sanitary sewer connections from your production area (other than restrooms)?  
Yes  No  If yes, indicate type:  
- Catch Basins  
- Floor Drains  
- Sinks  
- Sumps  
- Other (Please specify) ____________________________

26. Are you the first tenant at this location?  
Yes  No  If no, name of previous business at this location: ____________________________

27. Is this business license application for a Home Daycare?  
Yes  No  If yes, please indicate the following:  
- DSHS License / Certification No.: ____________________________  Expiration Date: ____________________________
- Maximum Number of children authorized by DSHS: ____________________________
- Actual number of children enrolled: ____________________________

BUSINESS OWNER MUST ENSURE COMPLIANCE WITH ALL LAWS:

Do not engage in business practices until you receive an approved license. When the City issues a business license, the City is not representing that the business is in compliance with all local, state and federal laws.

DECLARATION:

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Applicant’s Signature: ____________________________
Title: ____________________________
Date: ____________________________

Print Name: ____________________________
email address: ____________________________

Business License Application Fee Worksheet

You may be eligible to pay a fee of $50 rather than a basic business license fee of $100 under the following circumstances. Businesses without a full year history must estimate their gross receipts for the first 12 months of business.

1. Are the annual gross receipts of your business less than $12,000?  
Yes  No  $ ____________________________

If yes, STOP HERE. Your registration fee is $50.

Exemptions:

You may be eligible to register a business license application under this chapter and be exempt from any fees.

1. Are you a qualified governmental or religious organization?  
Yes  No

If you engage exclusively in religious activities or governmental functions, or if any of your activities go beyond core religious functions, or if any of your activities go beyond core governmental functions, then skip down to the regular business license section. You will pay a base fee and follow special instructions for calculating the Revenue Generating Regulatory License.

2. Are you a civic group, service club, or social organization?  
Yes  No

That is not engaged in any profession, trade, calling, or occupation, but is organized to provide civic, service, or social activities in the city.

3. Are you a non-profit organization exempt from Federal Income Tax?  
Yes  No

[If you answered yes to questions 1 - 3, STOP HERE. Your fee is $10. Licensing of a business and an annual updated information is required. All other businesses proceed below.]
9. Property Owner(s)/Leasing Agent

Name: ____________________________

Address: ____________________________

City/State/Airp: ____________________________

Home Phone: ____________________________

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10. Specifically describe your business activity:

_________________________________________________________________________________________

11. Is this business a change of ownership, location change, entity change (within the City of Kirkland), or business activity change?

Yes  No  If yes, please indicate:

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☐ Apartment Building / Condo  ☐ Office Building  ☐ Single Family / Duplex  ☐ Church

☐ Hospital / Nursing Home  ☐ Retail  ☐ Warehouse  

☐ Hotel / Motel  ☐ School  ☐ Other (Please Specify)_________________

15. Number of square feet (gross) of floor space / business activity uses:

_________________________________________________________________________________________

16. Number of workers at this location including owner / manager:

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17. Type of Business:

☐ Business/Prof. Office  ☐ Restaurant  ☐ Wholesale  ☐ Religious

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Applicant’s Signature: ____________________________ Title: ____________________________ Date: ____________________________

Print Name: ____________________________ email address: ____________________________

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3. Are you a non-profit organization exempt from Federal Income Tax?  Yes  No

[a copy of the 501(c)(3) is required]

If you answered yes to questions 1 - 3, STOP HERE. Your fee is $0. Licensing of a business and an annual updated information is required. All other businesses proceed below.
How many employees (or Full Time Equivalents), including officer / owner / manager, are employed at this location? If you have part-time employees, the FTE calculation worksheet as shown at the bottom of this page must be completed to substantiate your FTE calculation. Add the RGRL amount and the base fee. This total amount is your business license tax fee.

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Base Fee: All businesses operating in Kirkland exceeding $12,000.00 are subject to a base fee of $100.

Revenue Generating Regulatory License Fee Calculation = FTE x $105.00

Minimum payment $205.00. Must claim 1 employee.

Full Time Equivalent Calculation Chart (estimates for new businesses)

Number of FTEs x $105 = $___

Plus: Base Fee = $100.00

Total Fee = $___

Minimum payment $205.00. Must claim 1 employee.

Note for new Businesses - The Revenue Generating Regulatory License for a business that did not submit reports for each of the last 4 quarters to L & I shall be based on the estimated number of employees of that business. If, during the license year, the City determines that the actual number of employees is significantly different than estimated, then the amount of the Revenue Generating Regulatory License may be recalculated for the new business. If the revised Revenue Generating Regulatory License is lower, then the difference will be refunded within 30 days.

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Full Time Equivalent Calculation Chart (estimate for new businesses)

Hours worked by persons who are defined as employees for Revenue Generating Regulatory License - RGRL) for their first year of business. They are only required to pay the basic fee and register all employees.

Employee hours reported from January through December of the previous calendar year (include full-time & part-time employees, owners, officers and partners)

Minimum payment $205.00. Must claim 1 employee.

* A fraction shall be rounded to the closest whole number.

The City reserves the right to request verification of information provided on the application form and fee worksheet.