



City of Tukwila

6200 Southcenter Boulevard
Tukwila, Washington 98188-2544
206-431-3680

2012 Business License Application

FILL OUT THIS FORM IN ITS ENTIRETY
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

This is an APPLICATION ONLY, and NOT a license to conduct business.
You must obtain a business license PRIOR to conducting business. **ALL LICENSES EXPIRE DECEMBER 31**

Business License : <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Name Change <input type="checkbox"/> Address Change <input type="checkbox"/> Usage Change	Application Date:
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Business Information

Business Name			Corporate Business Name <input type="checkbox"/> <small>If want to use as mailing address</small>		
Business Address			Address		
City	State	Zip Code	City	State	Zip Code
Email		Local Business Phone	Corporate Email		Corporate Phone
If business name has changed in past year, list former name		Opening Date	Ownership Status <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Non-Profit <input type="checkbox"/> Government		
Local Manager Name	Contact Phone	Date of Birth	Driver's License Number	WA State UBI number (Must have to process.)	

In Your Business:			NUMBER OF EMPLOYEES:		
Will retail sales be conducted? <input type="checkbox"/> No <input type="checkbox"/> Yes			F/T P/T		
Will you do door to door solicitation/peddling? <input type="checkbox"/> No <input type="checkbox"/> Yes			Office _____		
Are you a Contractor, based outside of Tukwila? <input type="checkbox"/> No <input type="checkbox"/> Yes			Retail _____		
Do you conduct business within your Tukwila residence? <input type="checkbox"/> No <input type="checkbox"/> Yes <small>If yes, read and sign information on page 3.</small>			Wholesale _____		
Do you collect parking fees? <input type="checkbox"/> No <input type="checkbox"/> Yes			Manufacturing _____		
Any gambling on premises? <input type="checkbox"/> No <input type="checkbox"/> Yes			Warehouse _____		
Any amusement devices on premises? <input type="checkbox"/> No <input type="checkbox"/> Yes <small>If yes, how many _____</small>			Total _____		
Will alcohol be served on the premises? <input type="checkbox"/> No <input type="checkbox"/> Yes			Size of floor space SQFT: _____		Number of parking spaces: _____
Are you an entertainer? <input type="checkbox"/> No <input type="checkbox"/> Yes					
Have you had a prior Tukwila Business License? <input type="checkbox"/> No <input type="checkbox"/> Yes Year _____					

Description of Business (give complete details: also list types of products sold or stored)	Parcel Number(s) for Tukwila business location:
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Hazard Materials

Do you use/store/discharge flammable, hazardous, or bio-hazardous materials? No Yes If "yes", state type and quantity (use separate sheet, if necessary):

Planning & Building Information (Please attach separate sheet if necessary.)

Is your business activity or any portions of your building different than the previous use of this building/space? No Yes
If "yes", please provide description of previous use/business activity including year closed and current use/business activity.

Are you presently doing or planning to do any:

Construction, Remodeling, and/or Installation of Commercial Storage Racks? No Yes List Permit Numbers:

Installation of New Signage or Changes to existing signage, including copy changes? No Yes

Contact the Permitting Center 206-431-3670, PRIOR TO STARTING ANY Remodeling/Construction or Installation of Storage Racks

List all owners/partners/officers (Please attach list for more owners/partners/officers.)

Name 1:	Title:	Home Address:	City/State/Zip:
Phone: Identify Home/Work/Cell	Date of Birth:	Driver's License Number:	State License Issued:
Name 2:	Title:	Home Address:	City/State/Zip:
Phone: Identify Home/Work/Cell	Date of Birth:	Driver's License Number:	State License Issued:

Emergency Contacts

Local Emergency Contact 1:	Local Phone Number:
Local Emergency Contact 2:	Local Phone Number:

CITY OF TUKWILA USE ONLY

Processed by:	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> CC	C#:	A#:
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Business License Fee

Licenses are valid **JANUARY 1** through **DECEMBER 31** (Licenses are not pro-rated and expire December 31.)

A. _____ **Total Number of Employee hours worked in a 12 month period**

(Determine the hours worked by ALL employees – full & part-time, managers and owners.)

- One Full-Time Equivalent (FTE) Employee = 1,920 hours (per WA State Dept. of Labor & Industries)
- New businesses need to estimate number of hours to be worked in a 12 month period.
- If business is located outside Tukwila, report only those hours worked in Tukwila

B. _____ **Multiply line "A" by \$0.034896** (If less than \$67, pay \$67 minimum)

C. _____ **Business License Fee**, enter amount from line "B"

Please make checks payable to "City of Tukwila" (All Fees Paid are Non-Refundable)

EXEMPTIONS:

- 1) If annual gross revenue is \$12,000 or less pay the \$67 minimum fee.

Signature Date Annual Gross Revenue (Revenue before taxes and expenses)

- 2) Any organization that files for a non-profit exemption will be required to submit to the City a copy of its current IRS 501(c)3 determination letter issued by the Internal Revenue Service to be exempt from the business license fee.

I certify the information contained herein is correct. I understand that any untrue statement is cause for revocation of my license.

Print Name	Title/Position
Signature	Contact Phone Number

Business License Fee Information

1. The license fee is a combination of the business license fee and the revenue generating regulatory license (RGRL) fee. The license fee is based on the number of employee hours on the four quarterly reports submitted to the Washington State Department of Labor and Industries (L&I) from the previous year. The work figure used by L&I is 1,920 hours per year for a full-time employee. In addition to the annual employee hours reported on the L&I report, you must include employee hours for sole proprietors, owners, managers, partners and any officers, agents or personal representatives acting in a fiduciary capacity. It is the responsibility of the employer to determine the number of hours worked within the city. Enter the number of employee hours worked on Line "A". Multiply (Line "A") the total number of employee hours worked in Tukwila by \$.034896 to determine the total amount due (Line "B"). The minimum fee for any license is \$67.00, which covers 1,920 hours worked in Tukwila. If the amount calculated is less than \$67.00 enter \$67.00 on Line 3. If the amount calculated is greater than \$67.00, enter the greater amount on Line "C". Employers without a full year history would need to estimate the number of employee hours that will be worked in the 12 month period.
2. **New Businesses** – The business license fee 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. The business shall provide its estimate of the average number of employee hours worked in a 12 month period. If the City determines the number of FTE employees was under-reported at the time of application or renewal by an error factor of more than 15%, the business shall pay the balance of the applicable license fee together with a penalty of 20% of such balance due. The business shall also reimburse the City for any accounting, legal, or administrative expenses incurred by the City in determining the under-reporting or in collecting the additional amounts. Any person who submits a license fee payment by check to the City pursuant to the provisions of this chapter shall be assessed an NSF fee set by the Finance Director if the check is returned unpaid by a bank or other financial institution for insufficient funds in the account or for any other reason.
3. **Outside Contractors or Consultants** - Only report those hours worked in Tukwila for the current year, January – December.

Additional Business License Information

Automatic Fire Alarm Installation Notice (for new building owners or those planning to sell a building in Tukwila) – As required by Tukwila Municipal Code (TMC) 16.40.100: When sold, existing commercial, hotel/motel, industrial and multi-family dwellings that are not fully protected by an automatic sprinkler system shall have an Automatic Fire Alarm system installed. If not installed by the property owner, upon sale of the property, it will be the responsibility of the seller to advise the buyer of this requirement. Multi-family dwellings which are sold and protected by an automatic sprinkler system shall install a fire alarm system complying with TMC 16.40.120B.

Commute Trip Reduction Program (CTR) (for businesses located in the Tukwila Urban Center (TUC) zone, and all employers with 100+ affected employees) – In 2006 the legislature passed the Commute Trip Reduction (CTR) Efficiency Act to improve the efficiency and effectiveness of the 1991 CTR Program (RCW 70.94.521-551). Tukwila and other jurisdictions are required to decrease drive alone rates by 10% and vehicle miles traveled by 13% by 2013. Businesses located within the TUC zone and all major employers are required to take measures to reduce the number of single-occupancy vehicle commute trips to their worksite. "Affected employees" are those full-time employees who are scheduled to begin their work day between 6:00-9:00AM, on at least two workdays per week, 12 months of the year. (For purposes of this law, 35 hours per week is full-time.)

Safety in Overnight Lodging (for Tukwila hotels/motels) – Businesses engaged in providing overnight lodging (hotels/motels) are required to participate in the SAFETY IN OVERNIGHT LODGING PROGRAM per TMC 5.60. Copies of the governing ordinance and program description can be obtained from the Tukwila Police Department Crime Prevention Unit.

THIS AREA IS TO BE COMPLETED ONLY BY APPLICANTS WITH HOME OCCUPATION

What is a “home occupation”? Tukwila Municipal Code Section 5.04.010

If the income producing activity does not occur within the home itself, then “home occupation” does not apply and a regular business license would be necessary. Please use the guidelines below to determine whether your business meets the definition of a home occupation.

Home Occupation: Conditions for Issuance of Business License

Pursuant to Tukwila Municipal Code Section 18.06.430 and City policy, home occupations (businesses conducted in and out of a residence or apartment) are defined and must comply with certain conditions, as follow:

18.06.430 Home occupation.

"Home occupation" means an occupation or profession which is customarily incident to or carried on in a dwelling place, and not one in which the use of the premises as a dwelling place is largely incidental to the occupation carried on by a member of the family residing within the dwelling place; provided, that:

- There shall be no change in the outside appearance of the surrounding residential development;
- No home occupation shall be conducted in any accessory building;
- Traffic generated by such home occupations shall not create a nuisance;
- No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odor, or electrical interference detectable to the normal senses off the lot;
- The business involves no more than one person who is not a resident of the dwelling; and
- An off-street parking space shall be made available for any non-resident employee.

As the operator of the home-based business it is necessary for you to sign below, thereby attesting you have read the above and agree to these conditions throughout the lifetime of the business conducted at the specified address.

Print Name		Business Name		
Signature		Date	Address	
Title/Position		City	State	Zip Code
Contact Phone Number(s)				