

Redmond, WA

One of the “Top 5 Places to Live in America”
Money Magazine

Home to the nation’s “Happiest Young Professionals”
Forbes Magazine

One of the “Best Places to Raise Your Kids”
Businessweek

“The Sammamish River Trail in Redmond is One of the Best in the West”
Sunset Magazine

Silver-Level Bicycle Friendly Community
League of American Bicyclists

“Vision Blueprint: Redmond’s Capital Investment Strategy, 2013-2030”
Governor’s Smart Communities Award

Business License Office
Development Services
15670 NE 85th St – 2nd Floor
Redmond, WA 98052
425-556-2193
businesslicense@redmond.gov
redmond.gov/businesslicense

Welcome to Redmond



A helpful checklist to opening a business
redmond.gov/business



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Select a Site

When selecting a site for your business, it is important to make sure the location is appropriate for your business. Before you sign a lease, some of the factors to consider are zoning, available parking, and signage.

Contact Planning for assistance with

- **Permitted land uses** – What is the zoning for this location? Is the use allowed within this zone?
- **Parking** – How many spaces are required & will a parking study be required?
- **Signs** – What are the regulations for permanent & temporary signs?
- **Home-based businesses** – What does the Redmond Zoning code allow?
- **Special Use, Conditional Use, Change of Use** – Are these required for my business?

Planner on Call: 425-556-2494
planneroncall@redmond.gov
redmond.gov/zoning

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Determine Building Use & Permit Requirements

It is important to determine if the building, work space, or suite is an appropriate occupancy for the proposed business before signing a lease. Determine if any building, electrical, plumbing, rack storage and or mechanical permits will be needed because you will be changing, installing, removing walls, changing existing fixtures, plumbing and/or signs, or changing the allowed occupancy of the space.

Contact Building Division for assistance with

- **Occupancy** — Is your business the right occupancy for this space?
- **Permits** — Building, electrical, plumbing, mechanical, storage racks.

Plans Examiner: 425-556-2493
plansexaminer@redmond.gov

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Get Other Approvals & Permits (if required)

Fire Prevention will need to know if you will be

- Storing or using hazardous material
- Changing the fire alarm or sprinkler system
- Having high piled rack storage
- Changing use or occupancy classification
- Changing a kitchen hood suppression system

Fire Prevention can assist you with

- One time permits for tents, canopies, special events, carnivals, firework displays
- Removal of underground or aboveground storage tanks
- Fire safety inspections, 3rd party verification
- Annual confidence tests of fire alarm and fire sprinkler systems, and kitchen hood suppression systems

In addition, based on the business’s type of operation (welding, cutting, repair garage, etc.) an annual fire code operational permit may be required.

Fire Prevention 425-556-2246
firedevelopmentservices@redmond.gov

Wastewater Services

Will you be discharging fats, oils and grease (FOG)?
Call 425-556-2828 for assistance in removal options for FOG discharges.

Will you be discharging any substance other than restroom generated wastewater?
Call 425-556-2858 to determine if you need wastewater discharge permits.

Protect the City's Groundwater

About 40% of Redmond's drinking water comes from groundwater. Businesses located in the zones shown below will need to provide information and implement practices such as proper use, storage and disposal of hazardous materials to help protect the City's groundwater resource.

Examples of hazardous materials are:

- petroleum hydrocarbons
- industrial chemicals
- cleaning solvents
- antifreeze
- batteries
- acids and bases

Call 425-556-2714 for free technical assistance managing hazardous materials and learn about receiving a free spill kit.

More info about:

Wellhead Protection - redmond.gov/groundwater
Hazardous materials/wastes - lhwmp.org/home/BHW

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Are you CTR or TMP Affected?

Businesses that employ more than 100 employees scheduled to begin the workday between 6-9am are affected by the Washington State Commute Trip Reduction Law (CTR), which works to reduce driving trips in our state.

In addition, some buildings and business parks within City of Redmond have Transportation Management Programs (TMP) affiliated with them, as an original condition of development, which help to manage traffic around the worksite.

To find out if your business is CTR or TMP affected, contact:
Kim Keeling, Transportation Programs Manager
425.556.2451
khkeeling@redmond.gov

We are here to help!

Redmond's R-TRIP program offers employers of all sizes a number of resources and incentives that encourage employees to reduce driving alone.

- Online Commute Management System
- Incentives
- Transit and Vanpool Subsidies
- Financial Assistance
- Marketing and Events



When your employees use alternatives to driving alone, in addition to meeting CTR and TMP goals, your company can:

- Increase Employee Retention
- Reduce Tardiness and Absences
- Reward Your Employees
- Reduce Taxes
- Increase Available Parking
- Improve Mobility
- Improve Air Quality

425.556.2449
support@gortrip.com
goRTRIP.com

Washington State Business License may be required if you:

- Sell goods to consumers
- Expect to earn a gross income of \$12,000 or more per year
- Have employees within 90 days
- Use a name that is different from the owner or corporation name

State of Washington • Business License Service
1-800-451-7985 • <http://bls.dor.wa.gov/>

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Obtain a Redmond Business License

A business license is required to engage in business in the City of Redmond whether you are located within Redmond, or simply conducting business in Redmond. All applications are available online at redmond.gov/businesslicense.

Remember:

- Minimum license fee is \$106.90 which covers the first 1,920 hours worked in the city
- All licenses expire Dec. 31st of each calendar year
- Renewals are due by Feb. 15th if business will continue
- All licenses are non-transferable — New owners of a business must apply for their own license
- All non-profits are required to obtain a business license. Those providing proof of their IRS 501 (c) (3) status will be exempt from the license fee
- There are additional regulatory requirements for daycare, massage, carnival, pawnbroker, peddling, and towing businesses
- The City of Redmond does not charge a Business and Occupation (B&O) Tax
- The City charges admissions taxes, gambling taxes, and occupational utility taxes on applicable businesses

Business License Office: 425-556-2193
businesslicense@redmond.gov
redmond.gov/businesslicense

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Other Resources

As a Redmond business you most likely receive your water, surface water, sewer (wastewater) services through the City.

Utility Billing

425-556-2152 / utilitybilling@redmond.gov
Open/close a utility account or change utility account information

Recycling Program/ Waste Reduction

425-556-2832
Assistance in starting a recycling program/improve business waste reduction

Water Conservation Programs

Cascade Water Alliance
425-453-0930

Transportation — Streets, Sidewalks, Bike Lanes

425-556-2834

Water, Sewer & Stormwater Infrastructure

425-556-2701

Waste Management Inc. (WMI)

1-800-592-9995
Garbage collection and recycling services — order carts, report missed collections, or seek customer service help

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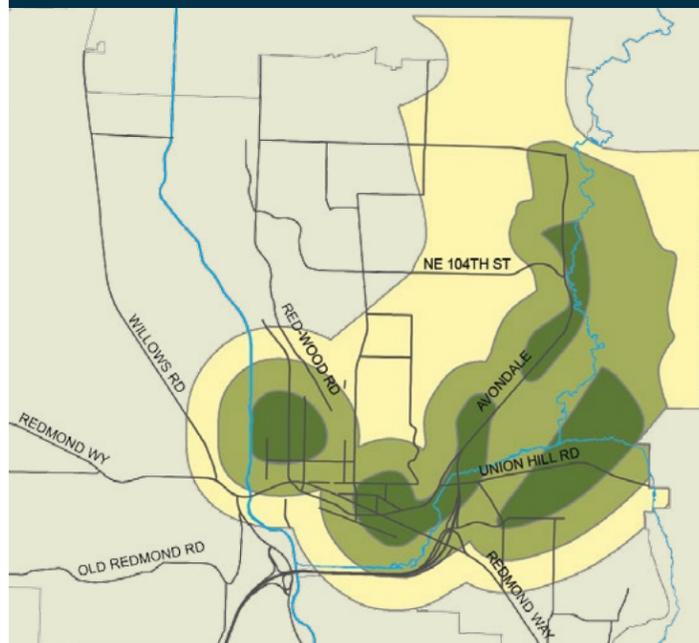
Promote Your Business For Free

As a Redmond business, you are eligible for free marketing through Redmond's buy-local program, Think Redmond. Register your business and learn more at ThinkRedmond.com.



Time of Travel to Drinking Water Well

From the point where a drop of water enters the aquifer



- Wellhead Protection Zone 1: 6 months
- Wellhead Protection Zone 2: 1 year
- Wellhead Protection Zone 3: 10 years

Call Redmond's Spill Hotline at:

425-556-2868 to report spills, illicit discharges, dumping or surface water pollution.