



City of Richland

Requirements and Fee Calculation Instructions

Use these instructions to apply for a Richland city business endorsement.

Applications will be reviewed for approval by City of Richland.

For faster service - Apply online at business.wa.gov/BLS

Online applications are typically processed within two business days. It may take up to 21 days if you file by mail.

*The Addendum form must be submitted with a completed **Business License Application** form.*

Section A:

All applicants must complete Section A.

Nonprofit businesses, other than religious organizations, must provide a copy of the confirmation from the Internal Revenue Service of tax exemption under IRS Code 501(c) 3, 4, or 5 to qualify for a nonprofit endorsement from the City of Richland.

Section B:

If your business is physically located inside Richland city limits, complete Section B.

If you do not have a physical location inside Richland city limits, but you will travel into Richland to conduct business, complete Sections A and C of the addendum.

Use the following information to calculate fees for question 1.

General Businesses

Endorsement Fee: \$40

Employee Fee: New businesses, estimate the number of employees that will be working at the business location on the last day of each of the coming 12 months, add the monthly totals, divide by 12, and drop fractions, subtract 2 (there is no fee for the first two employees).

Multiply the number of employees by \$12 each.

Rental Unit Fee: \$2 per unit in addition to the Endorsement Fee and Employee Fee.

Fees may be charged on properties available for rent within Richland: counted as a total of any combination of individual apartments, houses, commercial or retail rental units, or mobile homes, regardless if vacant or rented.

Landlords that offer fewer than three rental units are fully exempt from the Richland rental unit licensing requirement.

*Landlords that offer three or more rental units in the city limits are considered in the property rental business and must hold a rental property business endorsement. The landlord registers the business office location and reports the total of all rental units offered city-wide** under that one location record.*

***Exception: Properties that have three or more units on a single premise must be registered as a separate business location, and the total units of that one property counted for that one location's licensing fees (and not included in the one, city-wide rental unit count or location).*

Nonprofit Businesses

Endorsement Fee: There are NO fees for nonprofit businesses unless the business has more than 20 employees* at a location account, then all General Business Licensing fees apply, including the \$40 license fee, \$12 per employee fee, the \$2 per rental unit fee, and the Richland city late renewal fee (\$20 or 10% of total city license fees, whichever is greater).

**Note: The employee count is established after the 'two free employees' have been deducted from the gross total.*

If you are conducting your business from a residence you must comply with the regulations outlined on page 2 of these instructions under Home Occupation Regulations.

Section C:

If you do not have a physical location inside Richland city limits, but you will travel into Richland to conduct business, complete Section C. Also, use Section C to request a license for other cities to which you will travel to do business, but are not physically located there.

If your business is physically located inside Richland city limits, complete Sections A and B.

General Businesses

License Fee: Determined by gross income and number of employees (FTEs) who work within the city limits of Richland.

GENERAL BUSINESS NON-RESIDENT FEE CALCULATION	
Reported Gross Annual Income	License Fee
\$0 through \$2,000	No License Required
Above \$2,000	\$40 + Employee fee (see table in section B)

Endorsement Fee: \$40

Employee Fee: Use the employee fee and employee fee calculations provided in Item B of these instructions to calculate those fees. Count only those employees that are considered working in the City of Richland.

Rental Unit Fee: If you are applying for a Richland city endorsement because you offer rental properties, you must complete Section B for the endorsement.

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**Note: The employee count is established after the 'two free employees' have been deducted from the gross total.*

If you are conducting your business from a residence you must comply with the regulations outlined on page 2 of these instructions under Home Occupation Regulations.

Businesses must comply with all City of Richland regulations. If you have questions, please contact:

Zoning: 840 Northgate Dr.....(509) 942-7794

Building & Safety Inspection: 840 Northgate Dr.....(509) 942-7794

Fire: Central Fire Station (across from Richland City Hall).....(509) 942-7551

Police: Main floor of Richland City Hall.....(509) 942-7360

City of Richland Home Occupation Regulations:

The City of Richland limits the types of business that may be conducted in a residential area (RMC 23.70.115). Prohibited activities include, but are not limited to: vehicle repair and maintenance, vehicle painting, rebuilding of motors and similar operations. These and other uses deemed hazardous according to building and fire codes are not permitted as home occupations. If your subdivision is subject to restrictive covenants, please also review them to ensure your business is permissible at your residence.

These regulations do not apply to Day Care Centers

When a business activity is permitted in a residential district, a home occupation business must comply with the following requirements:

1. Home occupations are permitted only as an accessory use clearly incidental and secondary to the occupancy of the dwelling for residential purposes.
2. The operation may have no more than two employees, other than residents of the dwelling, working on the premises at one time.
3. There may be no more than three customer/client visits per day at the residence and no more than one customer/client on the premises at any given time. One customer/client visit shall be considered to include any number of persons arriving in a single vehicle.
4. In addition to parking required for the residents, there may be no more than three vehicles parked on or in the vicinity of the property as a result of the home occupation at any one time.
5. Customer/client and non-resident employee presence at the residence is limited to between the hours of 7 a.m. and 9 p.m.
6. One occupational vehicle associated with the home occupation not exceeding 10,000 pounds Gross Vehicle Weight is allowed to be stored at the residence, provided that said vehicle is parked off-street. Any additional occupational related vehicles must be stored off premises and in conformance with the requirements of the underlying zoning district.
7. Equipment and materials associated with the home occupation and utilized at the residence must be the same or similar in character to the type and quantities of equipment and materials normally associated with the occupation of the dwelling as a principle place of residence.
8. Except as in subsection (6) above, outdoor storage or display of merchandise, equipment or material related to the home occupation is not permitted.
9. The home occupation may not use more than 20 percent of the gross floor area of the residence or 300 square feet, whichever is greater. Attached and detached garages are considered part of the residence and included in the determination of gross floor area. All of an attached or detached garage may be used for home occupation purposes provided said garage does not exceed 600 square feet.

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10. No internal or external alterations are permitted which affect the character of the building as a residence.
11. The home occupation may not impact any external residences beyond the confines of the subject dwelling, including transmittal through vertical or horizontal party walls, by effects such as increased noise, vibration, offensive odor, glare or electrical interference which is incompatible with the characteristics of the residential zone, or is otherwise a violation of the City of Richland public nuisance ordinance.

By submitting an application for a City of Richland business endorsement you certify that you have read the above and agree to comply with the home occupation requirements.