



State of Washington
Business Licensing Service
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 1-800-451-7985
 business.wa.gov/BLS

City of Kennewick

Requirements and Fee Calculation Instructions

Use these instructions to complete the City Addendum and apply for a City of Kennewick city business license.
 Applications will be reviewed for approval by City of Kennewick.
For faster service - Apply online

Section A:

All applicants must complete Section A.

Section B:

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

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

Calculate the fees for question 1 using the following information.

General Businesses

License Fee: \$55.00
 Employee Fee: \$5.00 per full-time equivalent (FTE) employee
The minimum number of employees is one (1).

Employee definition:

- Any person who performs work, labor, or services for a business within the city limits and is on the business' payroll including all full-time, part-time, and temporary employees; and
- Self-employed persons, sole proprietors, owners, managers, and partners

Method for calculating FTEs: Total hours worked in the year, divided by 1,920 hours, equals number of FTEs. For new businesses, estimate the number of employee hours to be worked during a full calendar year.

A fraction of less than 0.5 is rounded down; a fraction of 0.5 or over is rounded up to the next whole number.

Examples:

$$\frac{12,000 \text{ hours worked}}{1,920 \text{ hours}} = 6.25 \rightarrow 6 \text{ FTEs} \qquad \frac{24,200 \text{ hours worked}}{1,920 \text{ hours}} = 12.6 \rightarrow 13 \text{ FTEs}$$

Nonprofit Businesses

Nonprofit businesses are exempt from licensing and fees with the City of Kennewick as to their civic and charitable activities.

Organizations certified as exempt from federal income tax under IRS code 501(c)(3), (4), or (5) such as:

- Accredited public or private schools, colleges or universities
- Religious bodies, recognized churches, fraternal organizations and lodges
- Civic and charitable organizations, including nonprofit hospitals and clinics.

Section C:

If you do not have a physical location inside Kennewick city limits, but you will travel into Kennewick to conduct business, complete Section C.

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

General Businesses

License Fee: \$55.00
 Employee Fee: \$5.00 per full time employee (FTE)

Use the employee definition and fee calculation provided in Section B of these instructions to calculate the fees. Count only the FTEs that work in the City of Kennewick.

Nonprofit

Nonprofit businesses are exempt from licensing and fees with the City of Kennewick as to their civic and charitable activities.

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- Accredited public or private schools, colleges or universities
- Religious bodies, recognized churches, fraternal organizations and lodges
- Civic and charitable organizations, including nonprofit hospitals and clinics.

Home operated businesses

A home-based business must meet certain criteria required in the Kennewick Municipal Code.

By submitting an application for a City of Kennewick Home Occupation Business License you certify that you have read the below and agree to comply with the home occupation requirements.

Kennewick Municipal Code 18.42.090:

- (1) The Planning Director or Designee may approve a home occupation if he finds that it complies with the following criteria:
 - (a) There must be no structural alterations to accommodate the occupation;
 - (b) Unless otherwise required by law, the entrance to the home occupation must be from within the residence;
 - (c) The use must not occupy more than 25% of the floor area of the residential structure; and any accessory building used in conjunction with the home occupation;
 - (d) The occupation may occupy an accessory building or structure, providing that off-street parking requirements are maintained;
 - (e) During the first 18 months of operation, a home occupation may engage one temporary or irregular employee or business assistance person in addition to members of the immediate family;
 - (f) There must be no exterior advertising, except a residential use sign;
 - (g) There must be no window displays nor commodities displayed outside the building;
 - (h) There shall be no retail sales on the premises;
 - (i) No materials or equipment which may be detrimental to adjoining residences because of vibration, noise, odor, or interference with radio or television reception will be permitted;
 - (j) All deliveries or shipments to or from the residence should be done by the operator of the occupation except for normal delivery service using delivery vehicles up to 26,000 pounds GVW;
 - (k) No more than two vehicles, related to the occupation, not exceeding 10,000 pounds GVW, shall be kept on the premises, providing that appropriate off-street parking requirements are maintained;
 - (l) There must be no exterior storage of materials or equipment other than the occupation-related vehicle;
 - (m) There shall be no more than four (4) customer/client visits per day, by appointment only, at the residence, and no more than one (1) on the premises at any given time between the hours of 8:00 a.m. and 7:00 p.m. For purposes of this section, one customer/client visit shall be considered to include not more than four (4) persons arriving in a single vehicle; and
 - (n) A home occupation shall not include automobile repair, body shop work, dog kennels, dog boarding, nor construction-related heavy equipment or vehicles.
- (2) Within "R" Districts, if the Planning Director finds that the applicant cannot substantially meet each and every one of the above-described criteria, the application will be denied.
- (3) No home occupation license is final until the applicant has obtained a city business license.

Additional Licenses:

The following licenses must be obtained from the City of Kennewick. Contact the city business license section at business-licensing-info@ci.kennewick.wa.us or (509) 585-4268.

- **Adult Concessions**
- **Alarm Dealers & Alarm Installers**
- **Cabaret**
- **Secondhand Dealers**
- **Vehicles For Hire**

For assistance or to request this document in an alternate format, visit <http://business.wa.gov/BLS> or call 1-800-451-7985. Teletype (TTY) users may use the Washington Relay Service by calling 711