



State of Washington
Business Licensing Service
 PO Box 9034
 Olympia WA 98507-9034
 1-800-451-7985
 business.wa.gov/BLS

City of Kirkland

Requirements and Fee Calculation Instructions

Use these instructions to complete the City Addendum and apply for a City of Kirkland business license.

Applications will be reviewed for approval by City of Kirkland.

[For faster service - Apply online](#)

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 to qualify for a nonprofit license from the City of Kirkland.

Section B:

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

If you do not have a physical location inside Kirkland city limits, but transact business with Kirkland, complete Sections A and C.

Calculate the fees for question 1 using the following information.

General Businesses

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

Method for calculating FTEs: Add all employee hours worked in each of prior completed calendar year (as reported to L&I); divide total annual hours by 1,920; round fractions to nearest whole number. *A fraction of less than 0.5 shall be rounded down, and a fraction of 0.5 or over shall be rounded up.*

The minimum number of FTEs is one. This includes self-employed persons, sole proprietors, owners, managers, and partners.

GENERAL BUSINESS FEE CALCULATION	
Reported Gross Income	License Fee
\$0 through \$11,999	\$50
Above \$12,000 + 1 or more employee(s)	\$100 + \$105 per employee

Fee-Exempt Businesses

License Fee: There are no fees for fee-exempt businesses. Enter the total number of employees in the appropriate space, but enter \$0 in all fee boxes.

Nonprofit Businesses

License Fee: There are no Kirkland city fees for nonprofit businesses. Enter the total number of employees in the appropriate space, but enter \$0 in all fee boxes.

Section C:

If you do not have a physical location inside Kirkland city limits, but transact business within Kirkland, 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 city limits, complete Sections A and B.

General Non-Resident Businesses

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

Method for calculating FTEs: Add all employee hours worked in each of prior completed calendar year (as reported to L&I); divide total annual hours by 1,920; round fractions to nearest whole number. *A fraction of less than 0.5 shall be rounded down, and a fraction of 0.5 or over shall be rounded up.*

The minimum number of FTEs is one. This includes self-employed persons, sole proprietors, owners, managers, and partners.

NON-RESIDENT FEE CALCULATION	
Reported Gross Income	License Fee
\$0 through \$12,000	No License Required
Above \$12,000 + 1 or more employee(s)	\$100 + \$105 per employee

Fee-Exempt Businesses

License Fee: There are no fees for fee-exempt businesses. Enter the total number of employees in the appropriate space, but enter \$0 in all fee boxes.

Nonprofit Businesses

License Fee: There are no Kirkland city fees for nonprofit businesses. Enter the total number of employees in the appropriate space, but enter \$0 in all fee boxes.

Additional information:

For more information, contact:

City of Kirkland

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Kirkland, WA 98034

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