
Chapter 5.04 GENERAL BUSINESS REGULATIONS

Sections:

- 5.04.010 Purpose.
- 5.04.020 Scope.
- 5.04.030 Definitions.
- 5.04.040 Business license required.
- 5.04.045 Master event business license.
- 5.04.050 Finance Director as license officer.
- 5.04.060 Qualifications of applicants.
- 5.04.070 Procedures for issuance of license.
- 5.04.080 Fees – Payment.
- 5.04.084 Employees provided by a temporary employment service agency.
- 5.04.085 Penalty for late payment – Interest.
- 5.04.090 Display of license – Renewal – Transfer.
- 5.04.100 Notification of exemption or termination of business activities.
- 5.04.110 Operating without a license.
- 5.04.120 License fee additional to others imposed.
- 5.04.130 Exemptions.
- 5.04.140 Criteria for denial, suspension or revocation of license.
- 5.04.150 Request for hearing.
- 5.04.160 Penalties.

Prior legislation: Ords. 1815, 1752, 1662, 1592, 1483, 1480, 1403, 1275, 1229, 1209, 1111, 1040, 1029, 1019, 815, 734, 246.

5.04.010 Purpose.

The provisions of this chapter shall be deemed an exercise of the power of the City to license for revenue and for regulation. (Ord. 2546 § 2 (part), 2010: Ord. 2238 § 1 (part), 2004: Ord. 1924 § 1, 1996).

5.04.020 Scope.

All persons engaging in a business or occupation within the limits of the City as hereinafter defined shall be subject to the provisions of this title. The finance director shall be responsible for enforcing the provisions of this title. (Ord. 2546 § 2 (part), 2010: Ord. 2238 § 1 (part), 2004: Ord. 1924 § 1, 1996).

5.04.030 Definitions.

Where used in this chapter or title, the following words and terms shall have the meanings as defined in this section, unless, from the context, a more limited or different meaning is clearly defined or apparent:

“Business” includes all activities, occupations, pursuits, or professions located or engaged within the City with the object of gain, benefit or advantage to the person engaging in the same, or to any other person or class, directly or indirectly;

“Business license” is that document approved by the City for issuance, providing proof of licensing the transaction of business within the City by the person whose name appears thereon for the stated license period. For the purpose of this chapter, an original or officially issued duplicate of the document constitutes a valid “business license” for every purpose;

“Business Licensing Service” or “BLS” means the office within the Washington State Department of Revenue providing business licensing services to the City;

“City” means the City of Redmond, Washington;

“Employee” means any person who performs work, labor, or services for a business and is on the business’ payroll. For the purpose of this chapter, the term “employee” also includes all full-time, part-time, seasonal, limited duration and other workers on the business’ payroll, and self-employed persons, sole proprietors, owners, managers, partners, any family members working at the business, and any officers, agents or personal representatives acting in a fiduciary capacity;

Engaging in Business.

1. The term “engaging in business” means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.
2. This section sets forth examples of activities that constitute engaging in business in the City, and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimis business activities in the City without having to pay a business license fee. The activities listed in this section are illustrative only and are not intended to narrow the definition of “engaging in business” in subsection 1 of this definition. If an activity is not listed, whether it constitutes engaging in business in the City shall be determined by considering all the facts and circumstances and applicable law.
3. Without being all inclusive, any one of the following activities conducted within the City by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf constitutes engaging in business and requires a person to register and obtain a business license:
 - a. Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the City.
 - b. Owning, renting, leasing, using, or maintaining an office, place of business, or other establishment in the City.

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- c. Soliciting sales.
 - d. Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.
 - e. Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf.
 - f. Installing, constructing, or supervising installation or construction of real or tangible personal property.
 - g. Soliciting, negotiating, or approving franchise, license, or other similar agreements.
 - h. Collecting current or delinquent accounts.
 - i. Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials.
 - j. Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system services, surveying, and real estate services including the listing of homes and managing real property.
 - k. Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, veterinarians.
 - l. Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings.
 - m. Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the City, acting on its behalf, or for customers or potential customers.
 - n. Investigating, resolving, or otherwise assisting in resolving customer complaints.
 - o. In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.
 - p. Delivering goods in vehicles owned, rented, leased, used, or maintained by the person or another acting on its behalf.

4. The City expressly intends that engaging in business include any activity sufficient to establish nexus for purposes of applying the license fee under the law and the constitutions of the United States and the State of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus generating contact or subsequent contacts;

“Finance Director” or “Director” means the City of Redmond Finance Director or his/her designee;

“Long-Term” refers to rentals of dwelling units or a portion thereof that is used by the same person for thirty or more consecutive nights.

“Person” includes the singular and the plural and also means and includes any person, firm, corporation, association, club, partnership, independent contractor, society or any group of individuals acting as a unit; and

“Short-Term Rental”, means the same as set forth by RCW 64.37.010 Short-Term Rentals, Definitions, and hereafter amended.

“Year” means a calendar year. (Ord. 3033 § 3, 2021; Ord. 2940 § 2, 2018; Ord. 2546 § 2 (part), 2010; Ord. 2238 § 1 (part), 2004; Ord. 2003 § 1, 1998; Ord. 1924 § 1, 1996).

5.04.040 Business license required.

A. No person may engage in any business within the City without first having obtained and being the holder of a valid and subsisting license to engage in such business, to be known as a “business license,” and without paying the City business license fee imposed by this chapter.

1. Business entities utilizing independent contractors shall provide the Finance Director with a list of independent contractors, including names, addresses, telephone numbers, and the nature of the goods or services provided to or on behalf of the business entity.

B. Persons or companies doing business in the City of Redmond must comply with this chapter regardless of the physical location of the business (i.e., whether located inside, or entering the City from a location outside Redmond City limits). If entering the City from outside City limits, an original or officially issued duplicate City license must be obtained for use at each location in the City where business is transacted concurrently. A person located inside City limits must obtain a separate original license issued specifically for each separate physical location.

C. A person operating multiple business entities, such as when having more than one Unified Business Identifier assigned, must obtain a separate business license for each separate business location in the City of each such separate business entity.

D. One business license must be obtained for a person or entity operating one or more short-term rentals in a multifamily or mixed-use development. An individual or entity operating one or more short-term rentals in other forms of development must obtain one business license for every individually addressed short-term rental unit.

(Ord. 3033 § 4, 2021; Ord. 2839 § 2, 2016; Ord. 2605 § 2, 2011; Ord. 2546 § 2 (part), 2010; Ord. 2238 § 1 (part), 2004; Ord. 1924 § 1, 1996).

5.04.045 Master event business license.

A. Any person organizing, promoting, sponsoring, or conducting any arts or crafts fair, farmer’s market, trade show, or other similar event which:

1. Does not exceed seven days in duration and does not occur more than once in any calendar year; or

2. Does not exceed two days in duration during any calendar week and does not operate for more than six months in any calendar year, at which multiple dealers or vendors will be present selling goods or services at a single location, may obtain a master event business license directly from the City, as provided in this section. The master event business license shall cover all dealers and

vendors involved in the event and individual dealers and vendors participating in the event shall not be required to obtain separate business licenses in connection with their participation.

B. The City may also obtain a master event business license for the following City-sponsored community events for which an admission fee is charged: Friday performance arts events, summer music series, Special Monthly Events at the Redmond Senior Center, the father/daughter dance, the mother/daughter tea, Big Truck Day, Redmond Senior Center Talent Shows, and the Spring/Fall Farm School Activities. Additional City-sponsored community events for which an admission fee is charged may be added to this list with approval of the event-sponsoring department and the Finance Director.

C. Applicants for a master event business license shall be required to meet all requirements of this chapter for issuance of a business license and shall be required to pay all fees and taxes imposed by this chapter on behalf of themselves and all dealers and vendors covered by the master event business license.

D. Holders of master event business licenses shall be required to provide the Finance Director with a list of all participating dealers and vendors at least 10 days prior to the event. The list shall include the dealer or vendor's name, address, telephone number, and State UBI number. Only those dealers and vendors set forth on the list are covered under the master event business license.

E. Nothing in this section is intended to prevent the City from requiring other permits or approvals in connection with an event covered by this section, including but not limited to any necessary building and zoning approvals, and any necessary right-of-way use permits. (Ord. 3033 § 5, 2021; Ord. 2940 § 3, 2018; Ord. 2770 § 2, 2014; Ord. 2605 § 3, 2011).

5.04.050 Finance Director as license officer.

A. The Finance Director must ensure all license fees are collected properly, and will approve issuance of licenses in the name of the City to all persons qualified under the provisions of this chapter and has the authority to:

1. *Adopt Forms.* Adopt the City's application, license, renewal, annual return, and all other necessary or convenient forms, other than those utilized by the Business Licensing Service, and prescribe the information to be provided on such forms maintained by the City. Such information required on the City maintained forms shall include, but not be limited to, the name of the applicant, ~~his or her~~ **their** residence address, date of birth, place of business, the nature of the business, the form of ownership, the names of all officers of the business, the UBI number (if applicable), and the number of employees;
2. *Obtain Endorsement.* Submit the information from applications, when deemed appropriate, to other City officials for their endorsements thereon as to compliance by the applicant with all City regulations which the officials have the duty of enforcing;
3. *Investigate.* Investigate and determine the eligibility of any applicant for a license as prescribed herein;
4. *Examine Records.* Examine and audit the books and records of any applicant or licensee when reasonably necessary to the administration and enforcement of this chapter. The records of a business, including but not limited to Federal and State tax returns and invoices, shall be open for

examination by the Finance Director or authorized agent at any time to the extent not prohibited by law;

5. *Give Notice.* Notify any applicant of the acceptance or rejection of the application;

6. *Regulate Form of Licenses.* Ensure that each license issued directly from the City is numbered, and shows the name of the licensee, business address and the character of the business authorized to be transacted. (Ord. 3033 § 6, 2021; Ord. 2546 § 2 (part), 2010; Ord. 2238 § 1 (part), 2004; Ord. 2003 § 2, 1998; Ord. 1924 § 1, 1996).

5.04.060 Qualifications of applicants.

A. *Standards to Be Applied.* The Finance Director may base the decision to approve or deny the issuance of a license upon the following criteria:

1. *Applicant History.* All violations of City regulations or convictions within the 10 years immediately preceding application, which directly relate to the operation of the applicant's current proposed business;

2. *License History.* Whether such applicant previously operated in this or another jurisdiction under a license that was subsequently revoked or suspended; the reasons therefor, and the demeanor of the applicant subsequent to such action;

3. *No Obligation to City.* Except as otherwise provided in this chapter, applicants may not be in default under the provisions of this chapter or indebted or obligated in any manner to the City, except for current taxes and other obligations not past due;

4. *Compliance with City Regulations.* The proposed use of any premises may not be in violation of any City building, safety, fire, health or land use regulations as determined by the City department charged with the enforcement of said regulations. (Ord. 3033 § 7, 2021; Ord. 2546 § 2 (part), 2010; Ord. 2238 § 1 (part), 2004; Ord. 1924 § 1, 1996).

5.04.070 Procedures for issuance of license.

A. *Formal Application Required.* Every person required to procure a City business license under the provisions of this chapter must submit an application for such license to the Business Licensing Service. The application must include all information required for all licenses requested, the total fees due for all licenses, and the application handling fee required by RCW 19.02.075.

1. The City Finance Director will determine whether the application may be approved for license issuance.

2. An incomplete application for a business license will be deemed abandoned 120 days after the date of submittal, and be administratively withdrawn, unless such application has in the interim been pursued in good faith to be completed. Applicants who have had their application administratively withdrawn will forfeit a minimum of \$153.00 in 2025 of the new application fee submitted.

B. *Commencement of Business Activities.* No person is entitled or authorized to engage in business within the City until such time as the Finance Director has approved the issuance of a business license pursuant to the terms of this chapter. The mere acceptance of a business license application

by the City does not grant any right or privilege under this chapter, except as otherwise provided by law.

C. *Burden on Applicant.* The Finance Director, or other designated officer or service, is authorized, but not required, to mail to persons engaging in business forms for applications and/or renewals for licenses. Failure of the person to receive any such form does not excuse the person from making application for and securing the license required by this chapter.

D. *New License Applications Meet the Requirement for Hazardous Materials Questionnaire Submittal.* Applications for new business licenses, including home businesses, and mobile businesses proposed to operate within the boundaries of Critical Aquifer Recharge Area I and II, must be reviewed by the City of Redmond Director of Public Works, or ~~his or her~~**their** designee, for regulatory status related to hazardous materials handling and may require submittal of additional information related to hazardous materials handling. Applications for business license renewals may require submittal of additional information related to hazardous materials handling, by the City of Redmond Director of Public Works, or ~~his or her~~**their** designee, in accordance with the requirements under RMC Chapter 13.07, Wellhead Protection. (Ord. 3192 § 2, 2024; Ord. 3131 § 2, 2023; Ord. 3107 § 2, 2022; Ord. 3033 § 8, 2021; Ord. 3025 § 2, 2020; Ord. 2940 § 4, 2018; Ord. 2862 § 2 (part), 2016; Ord. 2770 § 3, 2014; Ord. 2667 § 1, 2012; Ord. 2546 § 2 (part), 2010; Ord. 2269 § 1, 2005; Ord. 2238 § 1 (part), 2004; Ord. 2180 § 1 (part), 2003; Ord. 1924 § 1, 1996).

E. Short-Term Rental Supplemental Submittal Material. Applications for new and renewal business licenses of short-term rental businesses must provide for review by the City of Redmond Director of Planning and Community Development, or their designee, an original copy of the City of Redmond Short Term Rental Safety Checklist including the signature(s) of the respective property owner of the short-term rental establishment. Violations of this subsection are identified under section RCW 64.37.030, Consumer Safety, and hereafter amended, in addition to chapter RMC 1.14 Enforcement and Penalties.

5.04.080 Fees – Payment.

A. *Reporting by Hours Method.* The annual business license fee in 2025 is calculated by determining the number of employee hours (1,920 hours) worked in the City of Redmond in the previous year and multiplying that figure by \$0.079688 in 2025. The resulting dollar amount must be rounded to the nearest cent. The City shall allocate \$66.00 out of each \$153.00 received to the general fund and \$87.00 out of each \$153.00 received to transportation capital improvements or transportation demand management projects in 2025.

1. *Repealed.*

2. *Repealed.*

3. Annual employee hours are calculated based on the sum of the four quarterly reports submitted to the Washington State Department of Labor and Industries for the previous year.

4. It is the responsibility of the employer to determine the number of hours worked within the City from these reports. Businesses that did not file quarterly reports with the Washington State Department of Labor and Industries must determine the number of hours worked within the City and demonstrate, if required, to the satisfaction of the Finance Director, that the number of employee hours worked is correct.

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5. Employers without a full year history must estimate the number of employee hours that will be worked in the current year.
 6. *Repealed.*
 7. *Repealed.*
 - B. *Repealed.*
 - C. If at any time during the year it appears that the number of employee hours worked was under-reported at the time of application or renewal, an additional license fee and a penalty on the additional license fee is due. The penalty is equal to 20 percent per annum of the additional fee, plus any accounting, legal, or administrative expenses incurred by the City in determining the under-reporting or in collecting the tax and penalty.
 - D. The license fee for a business required to be licensed under this chapter and not located within the City's corporate limits is also calculated based upon the number of employee hours who worked within the City, as described in subsection A of this section, but in no event may the license fee due be stated as less than the minimum fee set forth in subsection F of this section.
 - E. Businesses doing business in the City that have no employees physically working within the City must pay the minimum license fee required under this chapter.
 - F. The minimum fee for any license issued under this chapter is \$153.00 in 2025.
 1. *Exemptions.* The following entities may claim an exemption from the City's license application and renewal fees, but if so exempt under this subsection such entities must still register and obtain a City business license under this chapter, unless otherwise indicated.
 - a. Any nonprofit entity exempt from taxation under a provision of 26 U.S.C. § 501(c), provided they submit a copy of their Internal Revenue Service tax exemption status determination letter.
 - b. Governmental entities that engage solely in activities which are not exclusively governmental, such as some activities of a hospital or medical clinic.
 - c. A nonprofit organization operated exclusively for a religious purpose and deemed by the Internal Revenue Service as exempt from Federal taxation under 26 U.S.C. § 501(c)(3), even without the issuance of a tax exemption determination letter, is fully exempt from all requirements of this chapter. Such a religious organization conducting any actual commercial business activity beyond their core religious purpose is fully liable for complying with all licensing requirements of this chapter for such other business activities.
 - d. Civic groups, service clubs, and social organizations that are not engaged in any profession, trade, or occupation, but are organized to provide civic, service or social activities in the City. Examples of such organizations may include but are not limited to: Soroptimists; Kiwanis; Lions; Rotary; American Legion; children's and adults' athletic organizations; and similar types of groups, clubs or organizations.
 - e. For purposes of the license by this chapter, any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the City is equal to or less than \$2,000 and who does not maintain a place of business within the City, shall submit a business license registration to the Director or designee, but be exempt from the City license fee therefor. The
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threshold does not apply to regulatory license requirements or activities that require a specialized permit.

G. The annual license fee is due on or before the license expiration date.

H. A licensee may request that the City refund that portion of the annual business license overpaid on the basis that the business miscounted the number of employee hours worked. The request must be in writing and the City must receive the request and all supporting payroll documentation no later than sixty (60) days after the end of the licensee's fiscal year in which the error was made. If the Finance Director is satisfied that the business paid an excess business license fee, then the City will refund the excess fee paid by the business during either the current license year or no further than one prior license year past.

I. Payment made directly to the City by check shall not be deemed a payment of the fee unless and until the same has been honored in the usual course of business, nor shall acceptance of any such check operate as an acquittance or discharge of the fee unless and until the check is honored. Any person who submits a business license fee payment by check to the City pursuant to the provisions of this chapter shall be assessed a 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. Payment by check submitted to the Business Licensing Service will be subject to applicable rules adopted by the Washington State Department of Revenue.

J. If any person required by the terms and provisions of this chapter to pay a license fee for any period fails or refuses to do so, the person shall not be granted a license for the current period until the delinquent license fee, together with penalties, has been paid in full. Any license fee due and unpaid under this chapter and any penalties thereon shall constitute a debt to the City and may be collected in court proceedings in the same manner as any other debt in like amount, which remedy shall be in addition to all other existing remedies. (Ord. 3192 § 3, 2024; Ord. 3131 § 3, 2023; Ord. 3107 § 3, 2022; Ord. 3033 § 9, 2021; Ord. 3025 § 2, 2020; Ord. 2940 § 5, 2018; Ord. 2862 § 2 (part), 2016; Ord. 2839 § 3, 2016; Ord. 2770 § 4, 2014; Ord. 2667 § 2, 2012; Ord. 2567 § 2, 2010; Ord. 2546 § 2 (part), 2010; Ord. 2318 § 1, 2006; Ord. 2238 § 1 (part), 2004; Ord. 2088 § 1, 2000; Ord. 2003 § 3, 1998; Ord. 1953 § 1, 1997; Ord. 1924 § 1, 1996).

5.04.084 Employees provided by a temporary employment service agency.

A. The following provisions shall apply to businesses engaged in the practice of providing temporary employees or workers ("temporary agencies") to businesses located within the City and to businesses located within the City which utilize the services of such employees or workers:

1. Temporary agencies located within the City shall include all temporary employees and workers placed with businesses located within the City in calculating the number of employee hours worked in addition to employees described under RMC 5.04.030 (definition of "employee");
2. Temporary agencies located outside the City which place temporary employees or workers with businesses located within the City shall include all such temporary employees and workers in calculating the number of hours worked by their employees;
3. Businesses located within the City which utilize temporary employees or workers provided by a temporary agency shall not include the temporary employees or workers in calculating the number of their employee hours;

4. Temporary agencies placing temporary employees and workers within the City shall calculate the number of hours worked by such employees and workers in the manner provided by RMC

5.04.080.A;

5. In addition to submitting an initial business license application or subsequent renewal application to the Business Licensing Service, all businesses located within the City which use temporary employees or workers furnished by a temporary agency must separately report directly to the City Finance Director the number of employee hours worked by such temporary staff using the formula set forth in RMC 5.04.080.A and further indicate the names and addresses of the temporary agencies furnishing said employees or workers. Failure to so report the number of hours worked by temporary employees or workers or the names and addresses of the agencies furnishing said employees or workers will result in the City imposing a penalty equal to 10 percent of the company's total business license fee. In addition, failure to report may result in revocation, suspension, or denial of the business license. (Ord. 3033 § 10, 2021; Ord. 2546 § 2 (part), 2010; Ord. 2238 § 1 (part), 2004; Ord. 2088 § 2, 2000; Ord. 2003 § 4, 1998).

5.04.085 Penalty for late payment – Interest.

A. For each payment due, if such payment is not made by the due date, the City will impose its own set of penalties, in addition to those provided for in RMC 5.04.090, as follows:

1. Fifty percent of the total license fee due for any payment or portion thereof that is received or postmarked after license expiration.

B. The Finance Director is authorized, but not obligated, to waive all or any portion of the City imposed penalties and interest provided herein in the event that the Director determines that the late payment was the result of excusable neglect or extreme hardship. (Ord. 3033 § 11, 2021; Ord. 2546 § 2 (part), 2010; Ord. 2238 § 1 (part), 2004; Ord. 1924 § 1, 1996).

5.04.090 Display of license – Renewal – Transfer.

A. *Display of License.* Every license granted under this chapter must be posted in a conspicuous place in the place of business of the licensee for which it was issued. No person may allow any license to remain posted, displayed, or used after the period for which it was issued has expired, or when it has been suspended or revoked, or for any other reason has become ineffective.

B. *Renewal.* Each license expires on the date established by the Business Licensing Service (BLS), and must be renewed on or before that date in order to continue engaging in business in the City under that license.

1. The application to renew a license must be submitted to BLS, and must include all information required to renew each license involved, the total fees due for all licenses, and the renewal application handling fee required by RCW 19.02.075.

2. The license term and respective fee amount may be prorated as necessary to synchronize the license expiration with the expiration of the business license account maintained by BLS.

3. Failure to complete the renewal by the license expiration will incur the late renewal penalty required by RCW 19.02.085 in addition to all other fees due.

4. Failure to complete the renewal of the license within 120 days after the license expiration will result in the cancellation of the license, and will require submitting a new application as provided by this chapter to continue engaging in business in the City.

C. *Nontransferability.* Any license issued under and by virtue of the provisions of this chapter is personal and nontransferable. A person may not allow another person to engage in business in the City under their license, and no person may engage in business in the City under another person's license.

D. *New Location Desired.* A licensee may change the location of the licensed business, provided the Business Licensing Service is notified sufficiently prior to the change to allow the City to review and approve the change. Business may not commence at the new location until the change is approved by the City. A change of location may require the submission of a new application, as provided for in this chapter.

E. *Repealed by Ord. 2839.*

F. *Change in Ownership.* In the event of the sale of a business, the new owner must obtain their own license for the business, as provided for in this chapter. The new owner may not commence business in the City under the acquired business until the issuance of the business license. (Ord. 3033 § 12, 2021; Ord. 2839 § 4, 2016; Ord. 2546 § 2 (part), 2010; Ord. 2238 § 1 (part), 2004; Ord. 1924 § 1, 1996).

5.04.100 Notification of exemption or termination of business activities.

A. Every person who has obtained a business license required by this chapter and who thereafter ceases to engage in business within the City shall, prior to the end of the calendar year during which business operations have been terminated, must, at least by the current expiration date of the license, notify the Business Licensing Service that business activities have ceased. Any business for which a license has been issued is presumed to continue in operation within the City unless notice of termination of business activities has been given as provided above, and respective penalties may be imposed, and other enforcement proceedings may be commenced based on such presumption.

B. Every person who engages in a business in the City, and which is exempt from all the licensing provisions of this chapter under Federal, State, and/or local laws, must notify the Finance Director in writing of the existence of their business in the City, their exemption from the license requirements, and the basis for that exemption.

C. Any business exempt from the provisions of this chapter or which has terminated its business activities in the City is not entitled to a refund of any portion of the City license fee paid to the City under this chapter. (Ord. 3033 § 13, 2021; Ord. 2546 § 2 (part), 2010; Ord. 2238 § 1 (part), 2004; Ord. 1924 § 1, 1996).

5.04.110 Operating without a license.

Any person who engages in, or carries on, any business subject to the payment of a license fee hereunder without having obtained a business license to do so shall be guilty of a violation of this chapter for each day during which the business is so engaged in or carried on; and any person subject thereto who fails or refuses to pay the license fee, or any part thereof, on or before the due date, shall be deemed to be operating without having obtained a license to do so.

- A. Any City of Redmond police officer, any code compliance officer, or other such person designated by the finance director can assist the finance director in enforcing the provisions of Title 5.
- B. Businesses operating without a license are subject to a one hundred (100) percent penalty of the licensing fee due.
- C. The finance director is authorized, but not obligated, to waive all or any portion of the penalties provided herein in the event that the finance director determines that operating without a license was due to excusable neglect or extreme hardship. (Ord. 2546 § 2 (part), 2010: Ord. 2238 § 1 (part), 2004: Ord. 1924 § 1, 1996).

5.04.120 License fee additional to others imposed.

The license fee levied in this chapter shall be additional to any license fee or tax imposed or levied under the law or any other ordinance of the City except as expressly provided herein. (Ord. 2546 § 2 (part), 2010: Ord. 2238 § 1 (part), 2004: Ord. 1924 § 1, 1996).

5.04.130 Exemptions.

- A. The provisions of this chapter shall not apply to:
 - 1. Any instrumentality of the United States, the State of Washington, or political subdivision thereof with respect to the exercise of governmental functions;
 - 2. Any farmer, gardener, or other person who sells, delivers or peddles any fruits, vegetables, berries, butter, eggs, fish, milk, poultry, meat or any farm produce or edibles raised, caught, produced or manufactured by such person in the State;
 - 3. *Repealed by Ord. 2546;*
 - 4. Any long-term rental of an apartment or condominium, residential rental or leasing activity which does not involve more than four residential units at any one location within the City; provided, that if any such single rental property includes five or more separate dwelling units or is a short-term rental, the person offering such a property for rent must obtain a business license as otherwise required by this chapter;
 - 5. Any insurance producer who represents insurance companies or sells insurance to the public and is properly licensed by the State;
 - 6. Newspaper carriers under the age of 18;
 - 7. Any person, business, enterprise, firm, or corporation which the City is forbidden to license or tax under State or Federal law;
 - 8. Businesses that do not engage in other business activities within the City limits but are merely complying with destination-based sourcing rules as outlined in the National Streamlined Sales Tax (SST) Agreement; or
 - 9. Community special events that are sponsored by the City and that are open to the public without the payment of an admission fee are exempt from the requirement to obtain a business license. In addition, no business license shall be required for dealers, vendors, entertainers, instructors, and

others with whom the City or any co-sponsor contracts to provide goods or services at the event. As used in this subsection, “community special event” means the following events sponsored or co-sponsored by the City: Derby Days, Redmond Lights, Health Fair, Redmond Bike Bash, City of Redmond Poet Laureate, So Bazaar Night Market, Artist-in-Residence, Welcoming Week and the Redmond Senior Center Outdoor Music Series.

Additional City-sponsored community special events that are open to the public without the payment of an admission fee may be added to this list with approval of the event-sponsoring department and the Finance Director. The City Council will be notified of changes to the list of free City-sponsored community events.

10. If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person’s behalf, engages in no other activities in or with the City but the following, it need not register and obtain a business license:

- a. Meeting with suppliers of goods and services as a customer.
- b. Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions.
- c. Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of directors member or attendee engaging in business such as a member of a board of directors who attends a board meeting.
- d. Renting tangible or intangible property as a customer when the property is not used in the City.
- e. Attending, but not participating in a “trade show” or “multiple vendor events.” Persons participating at a trade show shall review the City’s trade show or multiple vendor event ordinances.
- f. Conducting advertising through the mail.
- g. Soliciting sales by phone from a location outside the City.

11. A seller located outside the City merely delivering goods into the City by means of common carrier is not required to register and obtain a business license; provided, that it engages in no other business activities in the City. Such activities do not include those in subsection A.10 of this section. (Ord. 3033 § 14, 2021; Ord. 2940 § 6, 2018; Ord. 2770 § 5, 2014; Ord. 2605 § 4, 2011; Ord. 2546 § 2 (part), 2010; Ord. 2401 § 4, 2008; Ord. 2238 § 1 (part), 2004; Ord. 1953 § 2, 1997; Ord. 1924 § 1, 1996).

5.04.140 Criteria for denial, suspension or revocation of license.

A. The Finance Director may deny issuance of a business license to any applicant or suspend or revoke any and all business licenses of any holder when such person, or any other person with any interest in the application or license:

1. Knowingly violates or knowingly causes, aids, abets, or conspires with another to cause any person to violate any State, Federal, or City law which may affect or relate to the applicant or license holder’s business, except for Federal statutes, rules and regulations relating to cannabis that are in conflict with State law, as long as the applicant or person with interest in the application has a current State license to operate a cannabis facility;

2. Has obtained a license or permit by fraud, misrepresentation, concealment, or through inadvertence or mistake;
3. Is or has been convicted of, forfeits bond upon, or pleads guilty to any felony offenses directly related to the operation of the applicant's or license holder's business unless the offense relates to cannabis and the applicant has a current State license to operate a cannabis facility;
4. Makes a misrepresentation or fails to disclose a material fact to the City related to any of the obligations set forth in this chapter;
5. Violates any building, safety, fire or health regulation on the premises in which the business is located after receiving warning from the City to refrain from such violations;
6. Is in violation of a zoning regulation of the City;
7. Is indebted or obligated to the City for past due taxes excluding special assessments such as LID assessments;
8. Fails to maintain the license in good standing status with the City. (Ord. 3150 § 2, 2024; Ord. 3033 § 15, 2021; Ord. 2744 § 2, 2014; Ord. 2605 § 5, 2011; Ord. 2546 § 2 (part), 2010; Ord. 2238 § 1 (part), 2004; Ord. 1924 § 1, 1996).

5.04.150 Request for hearing.

A. *Notification of Suspension, Revocation, or Denial.* When the finance director determines that there is cause for denying, suspending or revoking any license issued pursuant to this chapter, the director shall notify the applicant or person holding such license by registered or certified mail, return receipt requested, of the director's decision. Notice mailed to the address on file shall be deemed received three (3) days after mailing. The notice shall specify the grounds for the denial, suspension or revocation. The suspension or revocation shall become effective ten (10) days from the date the notice is delivered or deemed received unless the person affected thereby files a written request with the director for a hearing before the City Hearing Examiner within such ten (10) day period.

B. *Hearing Procedure.* Upon written request as set out above, the Hearing Examiner shall schedule and hold a hearing within thirty (30) days following receipt of such request. During the pendency of the hearing and until action by the City council the action of the director shall be stayed. At the hearing, both the applicant or licensee and the City shall be entitled to present evidence. Upon completion of the hearing, the Hearing Examiner shall make written findings and a recommendation to the City council. At a public meeting, the City council, upon considering the findings and recommendations of the Hearing Examiner, shall, without need for further evidence:

1. Accept the Hearing Examiner's recommendation as presented; or
2. Determine no action is warranted; or
3. Modify the recommended action.

C. *Appeal from City Council.* Appeal from a decision of the City council shall be to the King County Superior Court and must be served and filed within thirty (30) days of the decision of the City council. In the event the applicant or license holder does not follow the procedures within the time periods set forth above, the license of said person shall be denied, suspended or revoked, and that action shall be final.

D. *Return of License Upon Revocation.* Whenever any license issued under this chapter is revoked, the licensee shall immediately return the license to the finance director. (Ord. 2546 § 2 (part), 2010: Ord. 2238 § 1 (part), 2004: Ord. 1924 § 1, 1996).

5.04.160 Penalties.

A. Any person violating or failing to comply with any of the provisions of this chapter shall be guilty of a misdemeanor, and, upon conviction thereof, shall be punished as provided in Section 1.01.110 of the Redmond Municipal Code.

B. In addition to any criminal penalties provided for in (A) above, the finance director may also impose a civil penalty in an amount not to exceed \$1,000 per violation of this title. Any party assessed a civil penalty by the finance director may appeal the finance director's decision on such penalty as provided for in RMC 1.14.120. (Ord. 2546 § 2 (part), 2010: Ord. 2238 § 1 (part), 2004: Ord. 1924 § 1, 1996).

The Redmond Municipal Code is current through Ordinance 3208, passed January 21, 2025.

Disclaimer: The City Clerk's Office has the official version of the Redmond Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

City Website: www.redmond.gov

Hosted by General Code.