



State of Washington  
 Business Licensing Service  
 PO Box 9034  
 Olympia WA 98507-9034  
 1-800-4517985

UBI
Owner name

**City of Richland  
 Business License Addendum**

**Note:** This form must be submitted with a completed Business License Application form.  
 Application subject to approval by City of Richland.

*Please type or print in dark ink.*

**A General business information**

- Check **all** of the following that apply:  
 New business in Richland       Location change in Richland       Remodeling premises
- Name of local emergency contact person \_\_\_\_\_ Emergency contact telephone number \_\_\_\_\_  
 Emergency contact address *Street or route, city, state, zip code* \_\_\_\_\_
- Do you plan to conduct any part of this business from your Richland home? .....  Yes  No  
 If **Yes**, please read Page 2 of this form concerning Richland's Home Occupation regulations.  
 Your signature on the Business License Application certifies that you understand those regulations and agree to operate your home occupation in accordance with them.
- Is this business a daycare? .....  Yes  No  
 If **Yes**, please indicate the number of children covered by license: \_\_\_\_\_
- Is this a federally exempt non-profit organization? .....  Yes  No  
 If **Yes**, please attach a copy of your Federal Tax Exemption Certificate 501(C)3, 4, or 5 and provide your Federal Tax ID number. Without this information, you will be charged a city license fee.
- If this is a real estate, beauty shop, barber shop, day care center or home day care business or you are a contractor, please indicate your Washington State professional/occupational license number..... \_\_\_\_\_

**Note:** It is illegal to occupy or use the building or tenant space at which you are applying for a business license until the city's full approvals are given, including the sign-off by all city departments and a valid certificate of occupancy through the city's Building Permit Office. Please check with the Building Permit Office before you apply for your business license, as some buildings (and/or zoning districts) cannot be used for certain businesses.

**B Fee calculation**

- Indicate your business license category:  
 (see Richland category sheet) \_\_\_\_\_ - \_\_\_\_\_ \$ **40**
- Number of working owners at this location..... \_\_\_\_\_  
 Number of Full-time Equivalent Employees at this location\*..... \_\_\_\_\_  
 Subtract 2 free working owners or employees..... \_\_\_\_\_  
**Total Number of Working Owners and Employees** ..... **X \$12 = \$** \_\_\_\_\_
- \* (Employee calculation: Total number of persons employed on last working day of each of the last 12 months. Divide by 12, drop fractions.)
- Number of Rental Units (if applicable) \_\_\_\_\_ **X \$2 = \$** \_\_\_\_\_
- Total License Fee** (Add 1, 2 & 3, then enter this amount in Section 2 of the Business License Application) **\$** \_\_\_\_\_

**Note:** *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

**C Home occupation regulations** (does not apply to Day Cares)

*Your signature on the Business License Application certifies that you understand the following regulations and agree to operate your home occupation in accordance with them.*

The City of Richland has regulations that limit the extent of business activities that are permitted to occur in residentially zoned areas. These regulations are intended to maintain and preserve the integrity of both residential neighborhoods and commercial districts. When permitted in a residential district, home occupations 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 shall allow for no more than two employees, other than residents of the dwelling, to be working on the premises concurrently.
3. There shall be no more than four customer/client visits per day at the residence and no more than one 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 shall 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 shall be 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 shall be the same or similar in character to the type and quantities of equipment and materials customarily associated with the occupation of the dwelling as a principle place of residence.
8. Except as permitted by subsection (6) above, no outdoor storage or display of merchandise, equipment or material related to the home occupation shall be permitted.
9. Space requirements and utilization of that portion of the residence for activities associated with the home occupation shall not exceed 20 percent of the gross floor area of the residence or 300 square feet, whichever is greater. Attached and detached garages shall be 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.
10. No internal or external alterations are permitted which affect the character of the building as a residence.
11. The home occupation shall operate in such a manner as to avoid any external (including transmittal through vertical or horizontal party walls) effect beyond the confines of the subject dwelling 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.

**NOTE:** *Richland Municipal Code Section 23.70.115 sets forth uses which are prohibited as home occupations. These uses include but are not limited to: Vehicle repair and maintenance, vehicle painting, rebuilding of motors and similar operations. These uses along with other uses deemed hazardous to building and fire codes are **not** permitted as home occupations.*

*If your subdivision is subject to restrictive covenants, please review them to make sure that your business is permissible.*



## City of Richland License Category Sheet

You can apply for a *CITY OF RICHLAND* business license by indicating “City of Richland” in Section 2 of the Business Application and paying the appropriate fees. Some categories have fees in addition to the basic fee. Additional fees are listed under the appropriate categories.

**Basic Fee (all license categories): \$40 per year (includes 2 free employees) PLUS \$12 per employee (full-time equivalent)**

**Please choose ONLY ONE license code per location. Put this code in Section B of the addendum form.**

### Professional License

A-02 Accountant	A-06 Optometrist
A-01 Attorney	A-03 Physician
A-11 Chiropractor	A-10 Psychiatrist
A-12 Consultants	A-10 Psychologist
A-04 Dentist	A-05 Veterinarian
A-08 Engineer	A-07 Other Professions
A-09 Architect	

### Retail & Wholesale License

C-21 Artwork & Handicrafts	C-05 Grocery Store
C-01 Auto Parts	C-06 Hardware
C-24 Book Store	C-23 Jewelry
C-17 Caterers	C-07 Lumber
C-02 Clothing Store	C-18 Office Supplies
C-20 Computer, Electronics	C-08 Restaurant
C-19 Convenience Store/ Gasoline	C-09 Shoe Store
C-15 Drive-ins, Food	C-10 Sporting Goods
C-03 Drug Store	C-11 Tavern
C-22 Flowers	C-12 Variety
C-16 Food Vendors	C-13 Wholesale
C-04 Furniture Store	C-14 Miscellaneous

### Vehicles For Hire License

Apply for this license **ONLY IF** your company has a location within the Richland city limits. If no Richland location, use Service category F030.

**Company License Insurance Requirements:** As required by the State of Washington.

L-01 Company License

**Additional city requirements** (obtain directly from the city)

Each vehicle operator must obtain an annual operator’s license and each driver must obtain police investigation and identification card.

### Property Rental License

**In addition to the basic fee: \$2 per rental unit**

E-01 Apartments	E-02 Housing
E-03 Commercial- Retail/ Rental Units	E-04 Mobile Home Lots
	E-05 Storage spaces

### Service License

All businesses charging admission must complete periodic admission tax forms.

F-31 Adult Entertainment ‡ ✓	B-05 Mortuary
F-24 Appliance Repair	D-03 Music Teacher
D-06 Arts & Craft Teacher	B-02 Photography
F-06 Auto Dealer/Garage	F-13 Pool Care
F-07 Auto Repair/Garage	F-25 Printing/Graphics
F-26 Banking/Savings & Loan	M-01 Private Investigation Company ** ✓
F-08 Barber/Beauty Shop **	B-04 Private School (classes)
F-20 Car Wash	F-02 Production
F-14 Cleaners/Laundry	F-18 Promotional Services
F-03 Contractors***	B-01 Real Estate**
D-07 Dancing Teacher	F-09 Recreation
G-03 Day Care Center** (13 Children or more)	F-04 Research
G-01 Day Care Home** (12 Children or less)	B-08 Securities
D-05 Exercise Teacher	D-01 Swimming Teacher
B-07 Finance Company	F-19 Tax Services
F-29 Glass Services	F-27 Telephone/ Communication
F-10 Gas Station/Auto Repair	F-12 Theaters
F-11 Hotel/Motel	B-06 Travel Agency
F-15 Household Cleaning	D-02 Tutoring
B-03 Insurance	F-30 Vehicle for Hire (taxi) (company not within city limits)
F-23 Interior Decorating	F-28 Vending
F-17 Janitorial Service	F-21 Video Rentals
F-16 Landscaping/Lawn Care	F-28 Vending
F-01 Manufacturing	F-05 Miscellaneous
F-16 Landscaping/Lawn Care	
F-22 Massage Therapists	
N-01 Merchant Patrol ** ✓	

- ‡ Contact Richland for additional form
- ✓ Must have Richland Police Department approval
- \*\* Must have State license
- \*\*\* Must have WA State Contractor’s License

### Non-Profit (N/P)

**No city fees due.** Require a copy of the non-profit status letter from the IRS stating N/P status 501(C)3, 4 or 5 plus Federal Tax ID.

**Temporary Permits** — The following temporary permits must be obtained directly from the City of Richland:

- \*Trade Shows/Promotions
- \*Solicitors/Canvassers
- \*Itinerant Merchants
- \*Temporary Sales
- \*Temporary Services