



City of Kent

2026 Business License Renewal Notice

Save time and renew online at FileLocal-WA.gov

For Office Use Only: App ID _____

For more information visit:
KentWA.gov/pay-and-apply/apply-for-a-business-license
 Or contact City of Kent Tax Division:
253-856-6266 or **BusinessLicense@KentWA.gov**

Due Date 01/01/2026	License Year 2026	License #
UBI:		
License Type:		

Annual license fee varies depending on the number of rental units.

Business License will be sent to the business email address upon approval of the renewal application.

Location change? Complete a new business license application.

Out of business effective this date: _____ Renew Business License for City of Kent (complete below):

Business Name: _____

Location Address: _____ Phone: _____

Mailing Address: _____ Email: _____

- How many total units do you own/manage _____
- A \$13 per unit Rental Housing Inspection Program (RHIP) fee will be added to your business license fee. If you have any questions please visit **KentWA.gov/RentalHousingInspection** or call **253-856-5454**.

Fee Schedule:	
2-10 Units	\$101.00
11-50 Units	\$301.00
51 and above	\$601.00
Total number of rental units _____ x \$13 = \$ _____	
<i>Please add this fee to your licensing payment of \$101, \$301, or \$601</i>	
Total Fee:	\$ _____

Please provide two emergency contacts:

Emergency Contact Name: _____
 Position: _____
 Phone: _____
 Email: _____

Emergency Contact Name: _____
 Position: _____
 Phone: _____
 Email: _____

I hereby certify that the statements and information provided on this license renewal are true and complete to the best of my knowledge.

Signature: _____ Date: _____

Submitted by (Name): _____ Email: _____
 Title: _____ Phone: _____

Mail completed application along with check or money order payable to the City of Kent to:

City of Kent Finance Department
 220 4th Ave S
 Kent, WA 98032

Pay in person with cash, check or money order at our **Customer Service counter** Monday to Friday, 9:00 AM - 4:00 PM

400 W Gowe St
 Kent, WA 98032