



# Outside Business License Information

Chapter 5.01 of the Kent City Code (KCC), As Amended

**Save Time and Apply Online at [FileLocal-WA.gov](http://FileLocal-WA.gov)**

## INFORMATION:

---

1. **General Business License Required:** Unless otherwise exempt, it is unlawful for any person to engage in business in the City of Kent without first obtaining a general business license for the current calendar year or unexpired portion thereof and paid the required licensing fees. Penalties for operating a business without a valid City license are established in KCC 5.01.190. The following persons and businesses are exempt from this requirement:

- Businesses solely owned and operated by a person under the age of 18 years.
- 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 \$4,000 and who does not maintain a place of business within the City.
- Any person or business whose sole business activity conducted within the City as part of an event or program facilitated by, or for a service provided to, the Recreation and Cultural Services Division of the Parks, Recreation and Community Services Department.

Other Important Information:

- Incomplete applications will not be processed until, and unless, prerequisite information is provided to the City and may result in the City cancelling the application.
- All commercial businesses are required to obtain a Washington Unified Business Identifier (UBI) number from the Department of Revenue at [dor.wa.gov](http://dor.wa.gov) before applying for a City of Kent business license. The Department of Revenue's local office is located at 20819 72nd Avenue South, Ste #680 (425-656-5100)
- Businesses operated as a not-for-profit are exempt from paying a business license fee upon application and submittal to the City of a copy of the business's Internal Revenue Service's nonprofit determination, 501(c).
- Businesses with more than one office or facility within the City are required to obtain a separate business license for each of those facilities.
- Licenses are not transferable. A new license is required upon change of ownership, and/or when the primary business being conducted has significantly changed.
- When a business relocates to another location within City limits, a new application needs to be submitted with applicable fees. An updated license will be issued for the new location.

## 2. Types of General Business License Applications:

- Master Business License. To be completed by all businesses except for Home-Based Businesses and Outside Businesses. The Master Business License applications include two supplementary sections: Commercial Businesses for those that have a physical location within Kent and Rental Housing and Multi Dwelling (Hotel, Motel, Lodge or Mobile Home Park).
- Home Business License. Required for businesses operating out of a location in the City which is zoned as residential property.
- Outside Business License. Required for all businesses located outside of the City, but coming into the City to conduct business.

3. **Specialty License Requirements:** Pursuant to Title 5 of the Kent City Code (KCC), depending on the type of business or business activity, the business may be required to obtain a specialty license from the City. These include, but are not limited to, amusement devices and solicitors.

4. **Taxes:** Depending on the type of business or business activity, the business may be subject to certain state excise taxes (e.g. sales/use tax) and/or to City B&O, Admissions, Gambling and/or Utility Taxes. Information regarding state excise taxes can be obtained from the Department of Revenue ([dor.wa.gov](http://dor.wa.gov)), and information for City taxes can be obtained from the Tax Division of the Finance Department ([KentWA.gov/pay-and-apply/file-city-taxes](http://KentWA.gov/pay-and-apply/file-city-taxes), [business-occupation@KentWA.gov](mailto:business-occupation@KentWA.gov) or 253-856-6266)

5. **Zoning Requirements:** Business licenses will only be issued for businesses and business operations meeting City of Kent zoning requirements. Please contact the Planning Division of the Economic and Community Development Department at [Planning@KentWA.gov](mailto:Planning@KentWA.gov) or at 253-856-5454 if you have any questions.
6. **Licensing Period and Relicensing:** The general business license expires at the end of the calendar year for which it is issued. Relicensing notifications are provided by the end of each year with payment due by January 1. The licensing and relicensing period commences December 1 of the preceding calendar year for which the license is issued.
7. **License Certificates:** License certificates are emailed when the payment has been received and the license is issued. Certificates for applications filed through the FileLocal Portal are also available through your FileLocal account. Incorrect or incomplete license applications and/or lack of payment of the prerequisite fees may result in processing delays or denial of the application.
8. **License Posting:** Business license certificates are to be displayed in a conspicuous location on the premises by the licensee. Where offices are not available to display the license, property/business owners may retain the license certificate in their files.
9. **Public Record:** A disclaimer stating the information disclosed on the City of Kent Business License application is considered to be a public record, pursuant to RCW 42.17.260.
10. **Additional Information:** Additional information about City of Kent business licensing can be found at [KentWA.gov/pay-and-apply/apply-for-a-business-license](http://KentWA.gov/pay-and-apply/apply-for-a-business-license) or by contacting the Tax Division of the Finance Department at [BusinessLicense@KentWA.gov](mailto:BusinessLicense@KentWA.gov) or 253-856-6266.

## OUTSIDE BUSINESS LICENSE FEE SCHEDULE

These fees all include a \$1.00 Technology Fee

Operating in Kent before July 1	\$101.00
Operating in Kent on or after July 1:	\$51.00

Non-Profit: Business license fee waived upon verification of Internal Revenue Service 501(c) tax-exempt status.