



## **TAX & LICENSE DIVISION**



**November 17, 2021 – Navigating City Contracting**

**Presenters: Linda Weldon, Licensing, Accounting Assistant IV  
Nate Malone, Taxes, Budget & Accounting Manager**

# Business License

All businesses operating in the City of Renton are required to obtain a Renton business license.

Business license fee is \$150 per year and expires January 31<sup>st</sup> of each calendar year. The fee is pro-rated to \$75.00 if business activity begins after July 1<sup>st</sup>.



# Steps to Obtaining a Renton Business License



## Obtain a UBI#

- UBI# is a city requirement
- [www.dor.wa.gov](http://www.dor.wa.gov)
- 425-656-5100 or 1-800-647-7706



## Apply for a Renton License

- [www.filelocal-wa.gov](http://www.filelocal-wa.gov)
- FileLocal is a third-party portal for applying for a license, renewing a license or filing a tax return



## License Review Timeframe

- In City business - 1-2 weeks after applying
- Out of City business - 2-3 days after applying



## Additional License Information

If a business has more than one location within the city, a business license is required for each location

Renton licenses are non-transferrable from owner to owner and location to location (within Renton city limits)

A no-fee license can be obtained if the business meets the following criteria:  
No physical location in Renton, No requirement for any other specialized permit or license **AND** annual Renton revenue of less than \$2,000





# Renton B&O Tax

Businesses are required to file a Renton B&O tax return for each year they hold a Renton license and engage in business in Renton

Threshold for B&O tax is \$500,000 in gross receipts before tax is due (filing a return is always required)

New businesses are generally assigned an annual filing frequency

Businesses are required to file with both the State of Washington and with the City of Renton

# Renton B&O Tax Classifications

Retailing- Retail sales to consumers including construction, repairs, or alterations

Wholesaling - Same as retail sales except to persons for resale with resellers permit

Retail Services - retail sales for personal, business or professional services (Amusement, physical fitness, rental, ect.)

Service & Other (Not Apportioned) - personal and professional services or not subject to another classification  
Service & Other (Apportioned)- Same as above but in more than one jurisdiction

Manufacturing/Processing for Hire - Producing a new, different or useful substance or article  
Printing / Publishing



# Other Renton Taxes



Utility Tax



Gambling Tax



Admission Tax

# How to File Taxes and Renew Licenses

## BY MAIL OR DROPBOX

Check  
Cashier's Check  
Money Order

Dropbox is located  
outside Renton City  
Hall at the end of the  
sidewalk

## IN PERSON

Cash, Credit  
Card, Check,  
Cashier's Check,  
Money Order

Tax & License In  
Office Hours  
Mon, Tues & Wed  
9:00 am to 3:00 pm

## ONLINE WWW.FILELOCAL- WA.GOV

ACH  
Credit Card  
(No Debit Card)

\$4.00 Filing Fee  
plus  
\$1.00 ACH Fee or  
2.5% Credit Card Fee



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# Questions?

