

SINGLE UNIT - RENTAL OF REAL PROPERTY BUSINESS LICENSE APPLICATION

Des Moines Municipal Code Chapter 5.04 requires all persons wishing to conduct any business within the City to first secure a City of Des Moines business license. This includes rental of residential units suitable for habitation with a separate entrance and exit that is rented by the owner to another and used as a home, residence, or sleeping place, including but not limited to a single family home, room, apartment or condo.

Records indicate that you are the owner of such real property subject to the provisions of Des Moines Municipal Code. I have enclosed the following forms for the purpose of securing a business license:

- An Application Form. Please complete this form and return with the application fee for single family home.

Business license fees run from January 1st through December 31st and must be renewed on or before the Fifteenth day of February, or will be assessed a 100% late penalty. If you have any questions please call 206-878-4595 (businesslicense@desmoineswa.gov).

Helpful Hints for Completing Your City of Des Moines Rental of Real Property Business License Application

- Rental of real property license requirements apply to all rental units used as a home, residence, or sleeping place, including but not limited to a single family home, room or apartment.
- Before having a sign constructed, you are strongly advised to contact the Community Development Department for signage regulations and permit information. They may be reached by calling 206-878-4595.
- City of Des Moines business licenses are not transferable and are issued to a specific person or firm. If your rental property is sold, a new business license application must be submitted by the new owner. You are strongly urged to contact the Business License Clerk's office at 206-870-6580 if the property is sold.
- All City licenses expire December 31st of the year issued. Failure to renew your license by February 15th of the following year results in a **100%** late penalty. We will send a renewal notice to your mailing address by December 20th. If you have not received it by January 1st, please contact the Business License Clerks office to confirm your mailing address.
- B & O TAX: For businesses with gross receipts greater than \$50,000, the tax rate is equal to two-tenths of one percent (.2%) of their gross receipts. Businesses with gross receipts equal to or less than \$50,000 per year are not required to pay the tax, although it is still necessary for the business to file a return
- It is your responsibility to notify the Business License Clerks office in any changes in your mailing address. This should be done in writing so the change can be placed in your official license file.
- Your Parcel ID number is located on your property tax statement.
- Remember, an incomplete application will delay the processing of your license. Be sure to review your application prior to submittal.
- City staff will make every attempt to issue your license in a timely manner.

If you have any questions or require more information, please contact City Service Center at (206) 878-4595, Monday through Friday, 8:00 a.m. to 4:30 p.m.

City of Des Moines

Business License Application

21630 11th Ave S, St. A

Des Moines, WA 98198

206 870 6580 fax 206 870 6540

businesslicense@desmoineswa.gov



BUSINESS NAME

MAILING ADDRESS

City State Zip Code

PHYSICAL ADDRESS

City State Zip Code

Business Phone Fax

UBI # State License #

Email Address No. of Employees: Full-time Part-time

Business Type: (check one) Corporation LLC Partnership Sole Proprietorship Non-Profit

License Type: (check one)

Commercial located in the City of Des Moines - \$75.00* <input type="checkbox"/>	Adult Family Home - \$75.00* <input type="checkbox"/>
Commercial <u>not</u> located in the City of Des Moines - \$75.00* <input type="checkbox"/>	Family Daycare - \$75.00* <input type="checkbox"/>
Multi-unit Residential Rental - \$200.00* <input type="checkbox"/>	Single Residential Rental - \$75.00* <input type="checkbox"/>
Home Occupation - \$75.00* <input type="checkbox"/>	

Total cost*

ESTIMATED GROSS ANNUAL BUSINESS INCOME: (check one)
 \$0-\$12,000 \$12,001-\$28,000 \$28,001-\$60,000 \$60,000-\$100,000 \$100,001 and above

Check if the business includes: Retail sales? Wholesale sales?

STATE SPECIFIC NATURE OF BUSINESS:

******* PLEASE LIST ALL OWNERS, PARTNERS, OR OFFICERS ON THE NEXT PAGE *******

EMERGENCY CONTACT AFTER BUSINESS HOURS:

Name(s) Phone Number

PROPERTY OWNERS:

Name(s) Phone Number

Check if you have an alarm Alarm Co. Name Phone #

Alarms are required to be registered with the Des Moines Police Department (DMMC 9.10.030)

Des Moines Municipal Code 5.04.020 requires all persons wishing to conduct any business within the City of Des Moines to first secure a City of Des Moines business license. Licenses expire on December 31st. Failure to renew license by February 15th of the following year results in a 100% late penalty. I understand that I am responsible for notifying the City Clerk's office of any change in the status of my business as well as any new mailing addresses. I further declare under penalty of perjury that the information provided on this application work sheet, is true and accurate. I understand my place of business must comply with Federal, State and local codes and ordinances.

Applicants Signature _____ Title _____ Date _____

OWNERS, PARTNERS, OR OFFICERS

Business License Application #

Name(s)

Home Address

City State Zip

Phone

Name(s)

Home Address

City State Zip

Phone

Name(s)

Home Address

City State Zip

Phone

Name(s)

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