Guide to Registering a New Taxi Company

This guide is intended to assist new Taxi Companies through the process of applying for the required licenses to operate in the City of Tacoma. Please read through this packet entirely, a copy of the Tacoma Municipal Code Chapter 6B.220 is also included. For questions please call the Tax & License Division at 253-591-5252 or visit our website at www.cityoftacoma.org/businesslicense.

*Per The Tacoma Municipal Code Chapter 6B.220.105…It shall be unlawful for any person, firm or corporation to hold out, advertise, solicit, operate, drive or use any vehicle as a taxicab in the City of Tacoma without having first obtained the licenses required pursuant to the provisions of this chapte*r.

Step 1 of 4

Submit the "***Request for Taxicab Company Colors***" application to the Tax & License Division (733 Market St., Room 21, Tacoma WA 98402). This application is included in this packet or may be downloaded at www.cityoftacoma.org/businesslicense and click on regulatory license.

Are you an Owner/Operator?
Owner/Operators are treated as their own Taxi Company, and must be able to meet all requirements listed in the Tacoma Municipal Code 6B.220. Owner/Operators are required to submit a letter from the affiliated Taxi Company giving the Owner/Operator permission to use the company's colors. For more information on Owner/Operators please call the Tax & License Division at 253-591-5252.

The Tax Manager will review the proposed Taxicab request and will contact the Taxi owner usually within 2-4 business days.

Step 2 of 4

Upon approval of the Taxicab Color approval, the owner may now:

- Obtain insurance from an affiliated insurance company for each cab listing the City of Tacoma as an additional insured
- Have meters placed in each taxicab.
- Have the cabs painted with the approved colors and lettering.
- Obtain the Certificate of Safety for each vehicle.
- Obtain insurance policy; Insurance must be issued by an admitted carrier in the State of Washington with an A.M Best's Rating of not less than A- and not be less than A.M Best's Financial Size Category VII

Step 3 of 4

Once Step 2 is completed, the Taxi Company can now register for the City of Tacoma Licenses, the following forms and licenses are required. This application must be made in person at the Tax & License office located at 733 Market St., Rm 21 Tacoma WA 98402.

For Business
- Certificate of Registration
- Annual Business License $80
- Home Occupation License $75 (If applicable)

For Vehicle
- Taxi Stand License $175
- Taxicab Vehicle License $175 (per cab)
- Copy of the Motor Vehicle registration for each cab
- Certificate of Safety for each cab
- Copy of Insurance Policy or Binder

For Taxi Driver*
- For Hire Taxi Driver License Application $50
- Fingerprint Card, obtained from LESA records, (930 Tacoma Ave South, Tacoma WA 98402.)
- Check/Money Order for $26 made out to WSP for the required background check.
- 3 (2X2) front facing photos
- 1 (2X2) right side profile photo
- For Hire Driver Intent Letter
- Medical Certification
- *Successful completion of the Tacoma Taxicab Driver Training Program and exam is required before a Taxicab Driver license will be issued.

Step 4 of 4

Once all the applications are processed the cabs are now ready for inspection; a City of Tacoma Tax & License Compliance Officer will contact the Taxi Owner to schedule the required Taxi inspections. Once cabs pass inspection they will be given a plate and allowed to operate.

- Penalties are assessed if a cab does not pass inspection or fails to show for inspection.

- Taxi cab plates are non-transferrable and must be prominently displayed on the rear of the Taxicab.
- The taxicab owner must notify the Tax & License office in writing within 5 (five) working days whenever a taxicab is destroyed, rendered permanently inoperable, sold or is taken out of service for any reason. The taxicab plate must also be returned.

For questions regarding any of these requirements contact the Tax & License Division at 253-591-5252 or visit www.cityoftacoma.org/businesslicense.