



APPLICATION FOR CERTIFICATE OF REGISTRATION AND LICENSING

Title 6 of the Tacoma Municipal Code, as amended.

- Yes No **Have you ever been registered as a business with the City of Tacoma?** If yes, what is the Name and Address of your previous business
 Name _____ Address _____
- Yes No **Purchasing an existing business?** If yes, what is the Name, Address & Phone Number of previous owner.
 Name _____ Address _____ Phone _____
- Yes No **Are you currently a Tacoma Public Utilities Customer?** If yes, enter your account # _____
 and complete Commercial and Industrial Surveys on the next page.
- Yes No **Have you contacted the City's Building and Land Use Services to ensure your business location and activity meet the City's Zoning requirements?** If no, please call (253) 591-5577
- Yes No **Have you contacted the City of Tacoma's Fire Department to ensure your business location and activity meet the City's Fire requirements?** If no, please call (253) 591-5740

****CITY ZONING AND FIRE REQUIREMENTS MUST BE MET BEFORE BUSINESS ACTIVITY COMMENCES IN THE CITY OF TACOMA****

Type of Ownership	Sole owner <input type="checkbox"/> Date of birth _____ - _____ - _____
	Full legal name of owner _____ SSN _____
	Full legal name of spouse _____ SSN _____
	Home address _____ City _____ State _____ Zip _____
	Phone (____) _____ - _____ Work Phone (____) _____ - _____ E-mail Address _____
	LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> (Please complete Section A)
	Name of LLC, partnership, or corporation _____
	Business Phone (____) _____ - _____ Business Fax # (____) _____ - _____ Cellular Phone # (____) _____ - _____
	E-Mail Address _____
	Physical location _____ City _____ State _____ Zip _____ <small>(# & street — DO NOT use PO Box or Mail Drop)</small>
Mailing Address _____ City _____ State _____ Zip _____	
State UBI # _____ Federal EI # _____ State Professional License _____	

SECTION A

Corporate Officers, LLC Officers or Partners	Name _____ Title _____
	Home address _____ City _____ State _____ Zip _____
	Social Security # _____ - _____ - _____ Home phone _____
	Name _____ Title _____
	Home address _____ City _____ State _____ Zip _____
	Social Security # _____ - _____ - _____ Home phone _____
	Name _____ Title _____
	Home address _____ City _____ State _____ Zip _____
	Social Security # _____ - _____ - _____ Home phone _____

Business Information	OPENING DATE (Date business activity commenced in or with the City of Tacoma) _____
	Name of Business (dba) _____
	Describe in detail business activity; principal product sold or service provided _____
	Is business located in the City of Tacoma? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes: Is the location leased? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Is business operated from your home? Yes <input type="checkbox"/> No <input type="checkbox"/> Number of Full-time Employees _____ Sq. Ft. of Location _____
	Do you provide gambling activities? Yes <input type="checkbox"/> No <input type="checkbox"/> Do you charge for admission? Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you own or operate any of the following mechanical devices? Amusement: Yes <input type="checkbox"/> No <input type="checkbox"/> Music: Yes <input type="checkbox"/> No <input type="checkbox"/> Pool Table: Yes <input type="checkbox"/> No <input type="checkbox"/>	

What do you anticipate your business gross receipts* for an entire year to be? (Check one) (*Gross receipts: Total business income shall include business activities both within and without the corporate city limits of Tacoma.)

- Over \$250,000 annual gross receipts
- Between \$12,000 and \$250,000 annual gross receipts
- Less than \$12,000 annual gross receipts**

**If less than \$12,000, a \$25 administrative fee is due. See details on Page 4.

- Fee: Annual business license fee is \$90. If first time registrant and your business activity is starting after June 30th, the fee will be prorated at \$45 for the first year.
- Penalties: (License is not considered filed until payment is received).

Paid within one month from start date	No Penalty
Paid within two months from start date	20% of the license or \$25.00, whichever is greater
Paid after two months or more from start date	50% of the license or \$50.00, whichever is greater

- Branch accounts: \$25 administrative fee required.
Additional Locations (Branches) in Tacoma? Yes No If yes, separate tax returns are required for each branch location.
Name under which operating _____ Location _____
- 501(c)(3) accounts: \$25 administrative fee required.
Is your organization recognized as a 501(c)(3) non profit organization by the Internal Revenue Service? Yes No
If yes, you must submit a copy of your 501(c)(3) status letter from the Internal Revenue Service.
- Non-Reporting Accounts: \$25 administrative fee required.
If annual gross receipts are \$12,000 or less
- License Expiration: Annual business license expires December 31st.

One or more of the following General Licenses are required if your business engages in any of the following activities: (Check all that apply)
For more information call (253) 591-5252

- | | |
|--|--|
| <input type="checkbox"/> 6B.30 Adult Entertainment | <input type="checkbox"/> 6B.150 Oil and Gas Delivery Vehicles |
| <input type="checkbox"/> 6B.40 Alarm Devices | <input type="checkbox"/> 6B.160 Pawnbrokers, Secondhand Dealers and Garage Sales |
| <input type="checkbox"/> 6B.50 Ambulances | <input type="checkbox"/> 6B.170 Sales - Door-to-Door Soliciting |
| <input type="checkbox"/> 6B.70 Entertainment and Dancing - Alcohol served | <input type="checkbox"/> 6B.180 Sales - Sidewalk Vendors |
| <input type="checkbox"/> 6B.80 Entertainment and Dancing or Skating Rinks - All Ages | <input type="checkbox"/> 6B.190 Scrap Metal and Recyclable Materials Dealers |
| <input type="checkbox"/> 6B.90 Fire Alarms and Fire Suppression Systems | <input type="checkbox"/> 6B.200 Septic and Side Sewer Contractors |
| <input type="checkbox"/> 6B.110 Garages, Fuel Stations and Marine Repair Facilities | <input type="checkbox"/> 6B.210 Sign Erectors |
| <input type="checkbox"/> 6B.125 Hazardous Materials | <input type="checkbox"/> 6B.220 Taxicabs |
| <input type="checkbox"/> 6B.130 Home Occupations | <input type="checkbox"/> 6B.230 Temporary Licenses - Sales or Shows |
| <input type="checkbox"/> 6B.140 Hotels | |

NOTE: In addition to the above requirements, apply directly to the Tacoma-Pierce County Health Department, Food & Community Safety Section, for permits relating to **FOOD SALES, FOOD SERVICE AND/OR PUBLIC AND SEMIPUBLIC SWIMMING POOLS.**

If your business is in the City of Tacoma, Fife, Ruston or Fircrest please complete this survey in full by checking the appropriate answers to each question. If you have a question regarding the survey please contact City of Tacoma's Environmental Service and Engineering Division at (253) 591-5588.

*Domestic Wastewater is defined as water carrying human wastes including kitchen wastes, bathroom wastes and laundry wastes that are typical of residential discharges.

1. Do you or will you discharge wastewater, other than domestic wastewater* into the public sanitary system? Yes No
If yes, please check the source of the non-domestic discharge to the wastewater system.
- | | | |
|--|--|--|
| <input type="checkbox"/> Boiler or Cooling Tower | <input type="checkbox"/> Vehicle/Equipment washing | <input type="checkbox"/> Food prep, cooking |
| <input type="checkbox"/> Industrial process wastewater | <input type="checkbox"/> Contact storm water | <input type="checkbox"/> Unused product disposal |
| <input type="checkbox"/> Other _____ | | |

2. Have you been issued any the following permits?	Permit Number(s)	Expiration Date
Industrial Wastewater Discharge Permits	_____	_____
State or Federal NPDES Wastewater Discharge Permit	_____	_____
State Industrial Storm Water Permit	_____	_____
Puget Sound Clean Air Agency Permit	_____	_____
Health Dept. Solid Waste Permit	_____	_____

3. Do you or will you maintain any of the following?	Stormwater	Wastewater	Last date serviced
Grease interceptor/trap		<input type="checkbox"/>	_____
Oil-water separator	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Storm water pond	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bioswale	<input type="checkbox"/>		_____
Infiltration	<input type="checkbox"/>		_____
Storm water vault	<input type="checkbox"/>		_____
Cartridge Filtration Unit	<input type="checkbox"/>		_____
Rain garden, pervious pavement, other low impact storm water mgmt	<input type="checkbox"/>		_____
Other _____	<input type="checkbox"/>		_____

4. Are any of the following present at the facility?

<input type="checkbox"/> Oil storage tanks, containers or drums	<input type="checkbox"/> Chemical storage tanks, containers or drums
<input type="checkbox"/> Diesel or gasoline tanks or drums	<input type="checkbox"/> New or used antifreeze tanks, containers or drums

5. Does this facility have a Spill Containment or Countermeasure Plan? Yes No

Do you own real estate that you rent or lease inside Tacoma? Yes No
 If yes, you must also complete the rental address information below for each property. If you have more than two rental properties in the City of Tacoma, please attach additional information.

Rental Address (within city limits)

Address _____	# of units _____	Parcel # _____
Dwelling Type: <input type="checkbox"/> Commercial <input type="checkbox"/> Single Family <input type="checkbox"/> Multi Family		Monthly Rental Income: \$ _____
Local Agent: _____	Phone No. _____	
On Site Agent: <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone No. _____	

Rental Address (within city limits)

Address _____	# of units _____	Parcel # _____
Dwelling Type: <input type="checkbox"/> Commercial <input type="checkbox"/> Single Family <input type="checkbox"/> Multi Family		Monthly Rental Income: \$ _____
Local Agent: _____	Phone No. _____	
On Site Agent: <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone No. _____	

The undersigned hereby certifies that the information shown is correct to the best of his/her knowledge and belief under penalties of perjury. The undersigned acknowledges that this business is governed by the Tacoma Municipal Code and is responsible for becoming familiar with the code and abiding by its requirements.

Signed by _____ (Owner, partner or officer) _____ (Signature of preparer if other than owner, partner or officer)
 Title _____ (Preparer address) _____ (Date)

Please see Payment and Mailing Instructions on Page 4

OFFICE USE ONLY TYPE OF ID: WDL WID MIL MAIL OTHER _____ ID# _____
 NAICS _____ Classes _____ NR M Q A
 ABLs Year & Amt. Paid _____ Forms Sent _____
 Taxes Paid _____
 Licenses _____ System Entry _____ (Date & Initial)

Instructions:

Complete all applicable sections on Page 1 -3 of the Application

Annual Business License fee (from page 2)

Open date is January 1 – June 30	\$90
Open date is July 1 – December 31	\$45 (First time registration fee)
Administrative fee if total Gross Receipts are less than \$12,000	\$25
Administrative Fee for Additional Tacoma locations	\$25 (each location)
Administrative Fee for 501(c)(3)	\$25

- Application and license fee(s) due may be filed in person or by mail to:
City of Tacoma
Tax & License Division
733 Market St #21
Tacoma WA 98402-3770
- Make checks payable to: **City Treasurer**
- Your business will be assigned a City of Tacoma Tax & License Contract Account number. Once you receive this number you can refer to it on any future correspondence relating to your Tax & License account.

Call Tax & License at 253-591-5252 if you have additional questions.

GENERAL REQUIREMENTS

All persons engaging in a business activity which is subject to Admission Tax, Gambling tax, and Business & Occupation Tax must register and obtain a Certificate of Registration and may be required to obtain an Annual Business License.

NON REPORTING STATUS

If your business gross receipts are less than \$12,000 annually, you will be put on a non reporting Tax filing status. When your business anticipates gross receipts during a calendar year to be greater than \$12,000, it is your responsibility to notify Tax & License of the change in your status and to obtain the full fee Annual Business License. Failure to do so may subject your business to penalties. The Annual Business License notification is sent in the month of December to every business for renewal by January 31 of the next calendar year.

GENERAL BUSINESS LICENSE REQUIREMENTS—(Chapter 6B.10)

Sec. 6B.10.040 "LICENSE REQUIRED." No person shall maintain or operate any device, vehicle or thing, or engage in any business, calling, profession, trade, occupation or activity specified in this subtitle without first procuring a license therefor from the City of Tacoma and paying the fees prescribed herein."

Sec. 6B.10.050 "SEPARATE LICENSES—WHEN REQUIRED." A separate license shall be obtained for each branch, establishment or separate location in which the business, calling, profession, trade, occupation or activity licensed by this title is carried on . . ."

Sec. 6B.10.070 "TERM OF LICENSE." All licenses issued pursuant to the provisions of this subtitle except as to those licenses for which a shorter term is herein specified, shall be effective as of the first day of the month of issuance regardless of the actual date of issue, and shall expire one year from effective date thereof, unless sooner revoked in the manner provided in this chapter."

Sec. 6B.10.090 "LATE PAYMENT RENEWAL OF LICENSE." Any licensee who shall fail to make payment on or prior to the due date of said license shall be subjected to penalty, unless an extension based upon good cause is granted by the Director.

All licenses issued subsequent to the initial license period shall be deemed renewal licenses if there has been no discontinuance of the licensee's operations or activities. No license shall be renewed as herein provided unless the licensee has paid in full all occupational and regulatory license fees and taxes due to the City pursuant to the ordinances of the City during the preceding license term. Nonpayment of occupational and regulatory license fees and taxes when due by the licensee during the term of any license shall constitute a ground for revocation of said license.

Sec. 6B.10.110 "POSTING OF LICENSE." This license must be posted in a conspicuous place on the device, vehicle, or thing licensed, or at the place where the licensed business, calling, profession, trade, occupation or activity is carried on.

TAX RETURNS

ADMISSION AND CABARET TAX (CHAPTER 6A.20)

NATURAL GAS (CHAPTER 6A.90); CABLE TV, TELEPHONE, CELLULAR/PAGING COMMUNICATION (CHAPTER 6A.40); GAMBLING TAX (CHAPTER 6A.60)—Punchboard, Pulltabs, Cardrooms, Bingo, Raffles, Amusement Games; ELECTRICITY BUSINESS AND SOLID WASTE COLLECTION (CHAPTER 6A.50); BUSINESS & OCCUPATION TAX (CHAPTER 6A.30)

Generally, as to taxes imposed under the above chapters of the Tacoma Municipal Code, returns and remittances are filed monthly, quarterly and annually. Reporting periods are assigned by the Tax & License Division. If a "Person" is engaged in transitory or temporary activity, the return and remittance will be due at the conclusion of the activity, performance, or exhibition, or at the conclusion of a series of activities, performances or exhibitions, or at such other time as the Director shall determine.

Any "Person" violating the provisions of Title 6 of the Tacoma Municipal Code shall be guilty of a misdemeanor.



Use the information below as a guide to get your new business licensed. Each agency has different requirements that are dependent on your business activity and we recommend you contact each of them before starting your business. If you have questions about the City of Tacoma business license process, contact Tax & License at [253-591-5252](tel:253-591-5252).

1 Federal and State Licensing Information

- Determine the best type of business structure: Contact the Washington Secretary of State at [360-725-0377](tel:360-725-0377) or visit: www.sos.wa.gov.
- Obtain a Unified Business Identifier (UBI) by completing a Master Business Application at the Washington State Department of Revenue. Contact the Department of Revenue at [1-800-647-7706](tel:1-800-647-7706) or visit www.dor.wa.gov.
- Determine if you need to obtain a Professional License from the Washington State Department of Licensing by visiting www.dol.wa.gov/listoflicenses or call [253-382-2000](tel:253-382-2000).
- Determine if you need to obtain a license or permit from the Washington State Department of Labor and Industries by visiting www.lni.wa.gov/tradeslicensing or call [1-800-647-0982](tel:1-800-647-0982).
- Determine if you need a Federal Identification Number from the Internal Revenue Service. Visit: www.irs.gov for more information or call the local Tacoma office at [253-428-3518](tel:253-428-3518).

2 City of Tacoma Information

- Check with Building and Land Use Services at [253-591-5363](tel:253-591-5363) to make sure the building, if located in the City, has an occupancy permit and is appropriate for your type of business activity.
- Check with Zoning at [253-591-5577](tel:253-591-5577) to ensure your location in the City is zoned for the business activity you plan to conduct.
- Check with Fire at [253-591-5740](tel:253-591-5740) to ensure your building location in the City meets the fire requirements for the activity you plan to conduct.
- Check with the Tacoma-Pierce County Health Department, Food & Consumer Safety Section at www.tpchd.org/food/food-plan-review-process or call [253-798-6500](tel:253-798-6500), for Food Establishment Operating Permit Requirements for New Food Establishments or Change to Existing Facilities.

3 City of Tacoma Business & Regulatory Licensing Information

Complete a City of Tacoma Application for Certificate of Registration and Licensing and return to the **Tax & License office located at 733 Market St Room 21, Tacoma WA 98402.**

If your business engages in any of the below activities a Regulatory License may be required along with supplemental information. For more information or to print any of the listed applications or supplemental forms go to Regulatory License Information at www.cityoftacoma.org/businesslicense. Or call **253-591-5252**.

Name of License	Type of Application or Supplemental Required
Entertainment and Dancing or Skating Rinks – All Ages	N/A
Fire Alarms and Fire Suppression Systems	Fire Protection Contractor Information
Garages, Fuel Stations and Marine Repair Facilities	N/A
Hazardous Materials	Hazardous Materials Supplemental
Home Occupations	Home Occupation Agreement
Hotels	N/A
Oil and Gas Delivery Vehicles	Affidavit of Oil and Gas Vehicles
Pawnbrokers, Secondhand Dealers	N/A
Sales – Door-to-Door Soliciting	Door-to-Door Application Sales
Sales – Sidewalk Vendors	Sidewalk Vending Application
Scrap Metal and Recyclable Material Dealers	N/A
Security Personnel	Security Personnel Application
Septic and Side Sewer Contractors	Street Obstruction Bond <i>(Side Sewer contractors only)</i>
Sign Erectors	Insurance Required
Taxicabs	Taxicab Vehicle Application
Taxicab Drivers	For Hire Taxi Driver Application

Mere filing of an application shall not give the applicant the right to engage in business activity. New license applications should be filed 30 days prior to starting business in Tacoma to ensure any regulated activities are approved by the City. If you have not received an Annual Business License certificate within 15 business days of submitting your application, please contact Tax & License at **253-591-5252**.

We look forward to seeing you in Tacoma!