



APPLICATION FOR CERTIFICATE OF REGISTRATION AND LICENSING

Title 6 of the Tacoma Municipal Code, as amended.

Yes No **Purchasing an existing business?** If yes, what is the Name, Address & Phone Number of previous owner.

Name _____ Address _____ Phone _____

Please review and complete all sections. Applications will be delayed or returned if incomplete.

TYPE OF OWNERSHIP (CHOOSE ONLY ONE)

Sole owner LLC Partnership Corporation

Name of LLC, partnership, or corporation _____

State UBI # _____ Federal EIN # _____ State Professional License _____

LIST SOLE OWNERS, CORPORATE OFFICERS, LLC MEMBERS OR PARTNERS

Name _____ Title _____ Home phone # _____

Home address _____ City _____ State _____ Zip _____

Name _____ Title _____ Home phone # _____

Home address _____ City _____ State _____ Zip _____

REQUIRED BUSINESS INFORMATION APPLICATION WILL BE DELAYED IF NOT COMPLETE

OPENING DATE _____ Provide the ownership's first date of business at this location. Out of city businesses should use the first date of operation in Tacoma.
 MM/DD/YY

Name of Business (dba) _____

Describe in detail business activity; principal product sold or service provided _____

Physical Location _____ **City** _____ **State** _____ **Zip** _____

Mailing Address _____ **City** _____ **State** _____ **Zip** _____

Business Phone # _____ **Cellular Phone #** _____

Email Address _____

OTHER BUSINESS INFORMATION (IF APPLICABLE)

Do you provide gambling activities? Yes No Do you charge for admission? Yes No

Do you own or operate any of the following mechanical devices? **Amusement:** Yes No **Music:** Yes No **Pool Table:** Yes No

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* See tax reporting details on Page 3.

Is your organization recognized as a 501(c)(3) non profit organization by the Internal Revenue Service? Yes No

COMMERCIAL AND INDUSTRIAL SURVEY

Commercial and Industrial Survey:

The City of Tacoma must inventory all commercial or industrial users of the city's storm and sanitary sewer systems in order to help our businesses protect the quality of our waterways and the wastewater treatment system. If your business is in the City of Tacoma, Fife, Ruston, or Fircrest, please answer the following question. If you have a question regarding the survey please contact City of Tacoma's Environmental Service Science 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.

Do you or will you discharge wastewater, other than domestic waste*, into the public wastewater system?

Yes No

GENERAL REGULATORY LICENSE

Regulatory License:

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 license fee and requirements call (253) 591-5252.

- | | |
|--|--|
| <input type="checkbox"/> 6B.30 Adult Entertainment | <input type="checkbox"/> 6B.140 Hotels |
| <input type="checkbox"/> 6B.40 Alarm Devices | <input type="checkbox"/> 6B.150 Oil and Gas Delivery Vehicles |
| <input type="checkbox"/> 6B.50 Ambulances | <input type="checkbox"/> 6B.160 Pawnbrokers, Secondhand Dealers and Garage Sales |
| <input type="checkbox"/> 6B.70 Entertainment and Dancing - Alcohol served | <input type="checkbox"/> 6B.170 Sales - Door-to-Door Soliciting |
| <input type="checkbox"/> 6B.80 Entertainment and Dancing or Skating Rinks - All Ages | <input type="checkbox"/> 6B.180 Sales - Sidewalk Vendors |
| <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/For Hire-Regulations |
| <input type="checkbox"/> 6B.130 Home Occupations | <input type="checkbox"/> 6B.230 Temporary Licenses - Sales or Shows |

RENTAL PROPERTY INFORMATION

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.

RENTAL ADDRESS (WITHIN CITY LIMITS)

1.) Address _____ # of units _____
Dwelling Type: Commercial Single Family Multi Family
Local Agent: _____ Monthly Rental Income: \$ _____
Phone No. _____

2.) Address _____ # of units _____
Dwelling Type: Commercial Single Family Multi Family
Local Agent: _____ Monthly Rental Income: \$ _____
Phone No. _____

If you have more than two rental properties in the City of Tacoma, please attach additional rental address information.

SIGNATURE

Must be signed by sole proprietor or spouse, partner, corporate officer, or limited liability member.

The undersigned acknowledges that this business will operate consistent with zoning standards, meet fire and building code requirements, and is governed by the Tacoma Municipal Code, and is responsible for becoming familiar with the code and abiding by its requirements. See page 3 for details. The undersigned hereby certifies under penalties of perjury that the information included here is correct to the best of his/her knowledge and belief.

Signed By _____
(Owner, partner, officer, or member) (Signature of preparer if other than owner, partner, officer or member)

Title _____

Please see page 3 for filing instructions

BUSINESS LICENSING INFORMATION

FILING INSTRUCTIONS

- 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.

ANNUAL BUSINESS LICENSE FEES

■ Annual Business License Fees

Annual Business License	\$90
Pro-Rate Business License Business open date in Tacoma July- 1-Dec 31	\$45 - First time registration only
501(c)3 Annual Business License Copy of the 501(c) status must be submitted with application.	\$25 Administrative Fee*
Branch Location Annual Business License For additional Tacoma Locations	\$25 Administrative Fee*
Non-Reporting Annual Business License For business with gross receipts less than \$12,000 annually.	\$25 Administrative Fee*

■ Late Filing Penalties:

Due when license fee is not paid timely. License is not considered filed until paid. *Administrative fees are not subject to late fees.

Paid within one month from start date	No Penalty
Paid within two months from start date	20% of the license fee or \$25, whichever is greater
Paid after two months or more from start date	50% of the license fee or \$50, whichever is greater

■ Annual Business License Expiration:

All business licenses expire December 31. Annual renewal business license fees are due on or before January 31 to avoid late filing penalties.

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 \$12,000 or greater, 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.

CITY ZONING, BUILDING & FIRE REQUIREMENTS

City Zoning, Building & Fire Requirements:

City zoning and fire requirements must be met before business activity commences in City of Tacoma.

The City Zoning code designates permitted uses of land based on mapped zones which separate one set of land uses from another. Please call Planning and Development Services at (253) 591-5030 to ensure your business location and activity meet the City's zoning requirements.

The City Building code requires building permits when making any modifications to a building. Please call Building and Land Use Services at (253) 591-5577 for information if making modifications.

The City Fire code has certain exit and safety requirements depending on the type of business activity. Please call the Fire department at (253) 591-5740 to ensure your business location and activity meet the City's fire requirements.

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.**



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.

Federal and State Licensing Information

- Determine the best type of business structure: Contact the Washington Secretary of State at 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 1-800-451-7985 or visit www.bls.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/listofflicenses or call 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.
- 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.

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!



For-Hire Driver License Application-Supplemental

Please complete the application in full and provide the following documents. A new For-Hire Identification card will be issued upon approval. Incomplete applications cannot be accepted.

- For-Hire Owner Intent Letter
- Copy of WA Driver License
- For-Hire Driver License fee of \$50
- Proof of full criminal background check and a copy of driver abstract from Washington Department of Licensing **OR** consent to the City conducting a full criminal background check and review of driver abstract from Washington Department of Licensing
- Proof of completion of City authorized driver training program or take City offered class.
- Proof of completion of City authorized defensive driving program
- **New Applicants requesting the City to conduct background check must also provide**
 - Fingerprint Card –Obtained at South Sound 911 945 Tacoma Ave (\$10 fee paid to South Sound 911)
 - Check/money order made payable to Washington State Patrol for \$26
- **New Applicants taking the online City offered class**
 - Include fee of \$25 for class
 - Exam fee of \$30 is paid directly to Tacoma Community College

For Hire Driver Information

Type or Print (Last, First, Middle Initial)		Previous Names or Aliases	Date of Birth
Home Address (Number, Street, Apartment number)			
City	State	Zip	
Mailing Address (if different from above)			
Business/Cell Phone#	Email Address		
Has your for-hire driver's or driver's license ever been suspended, revoked or denied? YES* <input type="checkbox"/> NO <input type="checkbox"/> *If Yes, for what cause?			
List the Company(s) you drive for and provide Intent Letter:		Are you a U.S. Citizen? Yes <input type="checkbox"/> *No <input type="checkbox"/>	
*If No, please include proof of work authorization			

Complete Reverses side

Criminal Background Check per TMC 6B.220.250

Has your affiliated for-hire company conducted a full criminal background check and reviewed your driving abstract from the Washington State Department of Licensing? Yes No

If **yes**, please provide letter from For Hire Transportation Services Company of approval.

If **no**, to continue the application process you must sign the consent below authorizing the City to conduct the review and include the fees listed above.

Criminal Background Check per TMC 6B.220.250

The company I drive for has not conducted a full background check. Therefore:

I _____ (print name) authorize the Director of the Finance Department of the City of Tacoma, or any officer, agent or employee of the City designated to act on the Director's behalf to conduct a full criminal background check through Washington State Patrol and Federal Bureau of Investigation criminal databases and I consent to be fingerprinted. In addition, I authorize the Director to obtain a current copy of my driver abstract from the Washington State Department of Licensing.

Signature

Date

Driver Certification of Fitness to Drive & Signature

I _____ (print name) certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. I certify that I am in good physique, with good eyesight and not subject to any infirmity of body or mind, which might render me unfit for the safe operation of any for-hire vehicle. I acknowledge that I must comply with all requirements in the Tacoma Municipal Code Chapter 6B.220 and omission or false representation of a material fact shall be grounds for denial of my license.

Signature

Date

City offered Class & Exam Information

In order to receive your For-Hire Driver license you must attend a City authorized training class, complete a city approved defensive driving program and pass a written exam within sixty (60) days of application. It is the driver's responsibility to submit proof of class completion and successful exam results. All applications for a for-hire driver's license become void if the applicant, for any reason other than delay caused by the City, fails or neglects to complete the application process or obtain a license within sixty (60) days of submitting an application. License fees are non-refundable. City offered online class web link is given at time of application.