



Process for Applying for the Special Tax Valuation Program

1. **Make sure your building qualifies:** to be eligible, buildings must be listed on the Tacoma Register of Historic Places either individually or as a contributing building within a local historic district. If not listed, the building must be nominated and designated as a landmark PRIOR to approval of Special Tax Valuation.
2. **Make sure your project qualifies:** expenses related to new construction or additions, overhead costs, furniture and other moveable items, and most appliances do not qualify. Design costs, permit fees, mechanical, plumbing, fixtures, electrical and other hard costs generally do qualify (see Guidelines for Expenditures in the Resource Library).
3. **Do the work:** you may include qualified expenses for up to 24 consecutive months. Exterior work to registered landmarks and historic properties requires design review by the Landmarks Commission.
4. **Following completion of the project, submit your application for Special Valuation to the Pierce County Assessor:** forms are available on this website or from the Assessor's Office. Generally, the application should be submitted as soon as the project is complete and no later than October 1 to be processed that year.

EXAMPLE A:

A project begins July 1, 2002 and ends July 1, 2004. The application should be submitted no later than October 1, 2004, but ideally in July or August 2004. The application will be processed before December 31, so that the special valuation will be first enacted in 2005. Tax relief will occur in 2006 (when taxes are paid on the special 2005 valuation).

EXAMPLE B

A project begins October 15, 2002 and ends on October 15, 2004. The application may be submitted for the current year by October 1, but then the applicant cannot include any expenses from October 1-October 15. To fully use the program, the application should be submitted after October 15 as soon as the project ends. In this case, the tax benefits would be delayed one year (special valuation will not occur until 2006, and tax relief until 2007).

5. **The assessor will forward the application to the Historic Preservation Office.** You will be contacted by the Historic Preservation Office to schedule your application for review by the Landmarks Commission.
6. **The Landmarks Commission will review your application** and forward a recommendation to City Council.
7. **You will be scheduled to sign a covenant agreement with the City.** The covenant is a required part of the Special Valuation program, and certifies your agreement to properly maintain the property and to ensure future additions and remodels are historically compatible.