



## Application for City of Tacoma Business License

Title 6 of the Tacoma Municipal Code (TMC) as amended.

**Save Time and Apply Online at FileLocal-wa.gov**

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

### TYPE OF OWNERSHIP (CHOOSE ONLY ONE)

Sole owner       LLC       Partnership       Corporation

Name of Owner, LLC, Partnership or Corporation,  
 \_\_\_\_\_

WA UBI# \_\_\_\_\_ Federal EIN# \_\_\_\_\_ WA 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 IN TACOMA \_\_\_\_\_  
 MM/DD/YY

Provide the first date of business at this location. Businesses located outside the City of Tacoma should use the first date of operation in Tacoma. If outside of Tacoma, see page 4 for information regarding business license exemption.

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 \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

### OTHER BUSINESS INFORMATION (IF APPLICABLE)

Purchasing existing business? Yes  No

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

Do you provide gambling activities? Yes  No

Do you charge for admission? Yes  No

What do you anticipate your annual business worldwide gross income to be? (Worldwide gross is total income regardless of location) The business license fee is determined based on anticipated total worldwide gross income. See page 3 to determine the license fee.

(Check One)

Over \$250,000

Between \$12,000 and \$250,000

Less than \$12,000 - See non-reporting status details on page 4.

Do you have employees? Yes  No  If Yes, Number of employees working in City of Tacoma \_\_\_\_\_

Is your residence and the business located in the same dwelling? Yes  No

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

OFFICEUSE ONLY TYPEOFID: WDL WID MIL MAIL OTHER

ID# \_\_\_\_\_

## WORLDWIDE GROSS INCOME

**What do you anticipate your businesses annual worldwide gross income to be?** (Worldwide gross is total income regardless of location) The business license fee is based on anticipated total worldwide gross income. See page 3 to determine the license fee. **(Check One)**

Over \$250,000

Between \$12,000 and \$250,000

Less than \$12,000 - Refer to non-reporting status details on page 4

## 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. For questions regarding this survey, please contact City of Tacoma's Environmental Service Science and Engineering Division at 253-591-5588. **Do you or will you discharge wastewater, other than**

**domestic waste\*, into the public wastewater system?** Yes  No  \*"Domestic wastewater" is defined as water carrying human wastes including kitchen, bathroom, and laundry wastes that are typical of residential discharges

## CERTIFICATE OF COMPLIANCE - PAID LEAVE

Per Title 18 of the Tacoma Municipal Code (TMC), the City requires all employers to provide Paid Sick Leave to all employees that work at least 80 hours in any benefit year within the city limits. Visit [cityoftacoma.org/employmentstandards](http://cityoftacoma.org/employmentstandards) for more information. **Please review and check the appropriate box below.**

I certify that I comply with the requirements of TMC Title 18. I have employees that work in the City of Tacoma at least 80 hours in a benefit year and I give them at least 1 hour of Paid Sick Leave for every 40 hours they work as set forth in Title 18.

I am not familiar with the requirements of Title 18. I will visit the City website or call 253-591-5306 to learn more about Tacoma's Paid Sick Leave requirements to ensure my business is in compliance.

I do not have employees or I do not have employees that work 80+ hours in a benefit year in Tacoma.

## RENTAL PROPERTY - WITHIN CITY LIMITS

**Do you own real estate that you rent or lease inside Tacoma?** Yes  No  **If yes,** complete the rental address information:

Rental Address \_\_\_\_\_ # of units \_\_\_\_\_

Dwelling Type:  Commercial  Single Family  Multi Family

Monthly Rental Income \$ \_\_\_\_\_ Local Agent Name \_\_\_\_\_ Phone \_\_\_\_\_

**If you have more rental properties in the City of Tacoma, please attach additional rental address information to application.**

**DEMOGRAPHIC INFORMATION** - You are not required to answer these questions, however your participation is encouraged to help the City of Tacoma better understand the community we serve.

**1. What is the racial/ethnicity identity of the business owner(s) with majority-stake (at least 51% of ownership)? Check all that apply.**

American Indian or Alaska Native  Asian  Black or African American  Hispanic/ Latino/ Spanish Origin  
 Native Hawaiian or other Pacific Islander  White  Other

**2. Is the business woman-owned?** *To be considered a women-owned business, the business must be held with majority-stake (at least 51%) of ownership by a woman or collectively by women.*  Yes  No

**SIGNATURE** - Must be signed by sole proprietor or spouse, member, partner or corporate officer

The undersigned acknowledges that this business will operate consistent with zoning standards, meet fire and building code requirements, is governed by the Tacoma Municipal Code, and is responsible for becoming familiar with the code and abiding by its requirements. See page 3 and 4 for details and filing instructions. 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 \_\_\_\_\_  
(Sole proprietor, partner, officer or member)

\_\_\_\_\_  
Signature of preparer if other than owner, partner, officer or member

Title \_\_\_\_\_ Date \_\_\_\_\_

# BUSINESS LICENSING INFORMATION

## SPECIFIC BUSINESS ACTIVITY

If your business engages in any of the following activities, additional license(s) may be required. For more information, visit our webpage at [cityoftacoma.org/taxandlicense](http://cityoftacoma.org/taxandlicense).

- |   |  |
|---|--|
| <input type="checkbox"/> 6B.30 Adult Entertainment                                      | <input type="checkbox"/> 6B.140 Transient Accommodations                       |
| <input type="checkbox"/> 6B.40 Alarm Devices  | <input type="checkbox"/> 6B.145 Live/Work and Work/Live                        |
| <input type="checkbox"/> 6B.70 Entertainment/Dancing - Alcohol Served                   | <input type="checkbox"/> 6B.150 Oil and Gas Tank Vehicles                      |
| <input type="checkbox"/> 6B.80 Entertainment/Dancing -No Alcohol Served & Teenage Dance | <input type="checkbox"/> 6B.160 Pawnbrokers, Secondhand Dealers & Garage Sales |
| <input type="checkbox"/> 6B.90 Fire Alarms & Fire Suppression Systems                   | <input type="checkbox"/> 6B.170 Sales - Door-to-Door Soliciting                |
| <input type="checkbox"/> 6B.110 Garages, Fuel Stations & Marine Repair Facilities       | <input type="checkbox"/> 6B.175 Sales - Food Truck Vendors                     |
| <input type="checkbox"/> 6B.125 Hazardous Materials                                     | <input type="checkbox"/> 6B.180 Sales - Sidewalk Vendors                       |
| <input type="checkbox"/> 6B.130 Home Occupations  | <input type="checkbox"/> 6B.220 For-Hire Regulations                           |

## FILING INSTRUCTIONS

New license applications should be applied for at least 30 days prior to starting business in Tacoma to ensure any regulated activities are approved by the City. Mere filing of an application shall not give the applicant the right to engage in business activity. For questions email [licenseinfo@cityoftacoma.org](mailto:licenseinfo@cityoftacoma.org) or call 253-591-5252.

- Mail your application with the license fee to:

City of Tacoma  
 Tax & License Division  
 747 Market St, Room 212  
 Tacoma WA 98402-3770

- Make checks payable to **City of Tacoma**

## ANNUAL BUSINESS LICENSE FEES

Tacoma's business license fees are determined based on anticipated annual worldwide gross income from business activities, regardless of location. License fees are not adjusted based on actual income. **Review the chart below to determine the correct license fee to pay.**

Anticipated Gross Income	Fee
Greater than \$250,000	\$250
Between \$12,000 - \$250,000	\$110
Less than \$12,000	\$25
501(C)3 Organizations - Fee is not determined on anticipated gross income	\$25
Branch Location - Fee is not determined on anticipated gross income	\$25
For businesses based outside the City of Tacoma, and if your sales or gross income in Tacoma is less than \$2,000 annually you may be exempt from the license requirement see page 4 for more information.	

### Annual Business License Expiration:

All business licenses expire December 31. Renewal business license fees are due on or before January 31 of each year to avoid late filing penalties.

## NON-REPORTING TAX STATUS

If your business worldwide gross income is less than \$250,000 annually, your account will be placed on a non-reporting tax filing status. When your business anticipates worldwide gross income during a calendar year to be greater than \$250,000, it is your responsibility to notify Tax & License of the change in your reporting status and to pay the higher Business License fee. Failure to do so may subject your business to penalties.

## BUSINESS LICENSE EXEMPTION - BUSINESSES LOCATED OUTSIDE THE CITY OF TACOMA ONLY

For businesses based outside the City of Tacoma, a minimum business license threshold is established. Any person or business whose value of products, gross proceeds of sales or gross income of the business in the City of Tacoma is equal to or less than \$2,000 annually AND does not maintain a place of business within the city shall be exempt from the general business license requirement. This exemption does not apply to regulatory license requirements. If you are unsure if your business falls under this threshold, please contact Tax & License at 253-591-5252 or visit our webpage at [cityoftacoma.org/taxandlicense](http://cityoftacoma.org/taxandlicense).

## CITY ZONING, BUILDING & FIRE REQUIREMENTS

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

- The City Zoning code designates permitted uses of land based on mapped zones that 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 Planning and Development Services at (253) 591-5030 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.



## Federal and State Licensing Information

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.

- Determine the best type of business structure: Contact the Washington Secretary of State at [360-725-0377](tel:360-725-0377) or visit [sos.wa.gov](http://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](tel:1-800-451-7985) or visit [bls.dor.wa.gov](http://bls.dor.wa.gov)
- Determine if you need to obtain a Professional License from the Washington State Department of Licensing by visiting [dol.wa.gov/listoflicenses](http://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 [lni.wa.gov/tradeslicensing](http://lni.wa.gov/tradeslicensing) or call [1-800-647-0982](tel:1-800-647-0982)
- Determine if you need a Federal Employer Identification Number from the Internal Revenue Service. Visit [irs.gov](http://irs.gov) for more information or call the local Tacoma office at [253-428-3518](tel:253-428-3518)

For questions about your application, email Tax & License at [licenseinfo@cityoftacoma.org](mailto:licenseinfo@cityoftacoma.org) or call [253-591-5252](tel:253-591-5252).

We look forward to seeing you in Tacoma!