



CITY OF TACOMA
Finance Department / Tax & License Division

Annual Business License Application

Year: _____

Contract Account # _____

FEE _____

PENALTY _____

TOTAL _____

Gross Receipts: Total business income shall include all income from business activities both inside and outside the corporate city limits of Tacoma.

TO DETERMINE YOUR FILING FREQUENCY:

1a. Do you anticipate your Company's gross receipts to be over \$100,000 annually? YES ☐ NO ☐

LICENSE FEE THRESHOLD:

1b. Do you anticipate your Company's gross receipts to be over \$10,000 annually? YES ☐ NO ☐

2. Type of Ownership (legal entity type): Sole Owner ☐ Corporation ☐ Partnership ☐ LLC ☐

3. Name of Owner, Partnership, Corporation or LLC: _____

4. Name of Business (DBA): _____

5. Business Physical Location: _____
Address City State Zip

Business Phone: _____

6. Do you own real estate that you rent or lease inside Tacoma? YES ☐ NO ☐

If yes, you must also complete a Supplemental Rental Property Statement.

7. Is this business operated out of your residential property in Tacoma? YES ☐ NO ☐

If yes, a Home Occupation License may be required. Call (253) 591-5252 to verify.

8. Opening date of business in or with Tacoma: _____ (See fee information on reverse)

9. List Owner, Partners, Corporate Officers, Registered Agent (if more than two, please attach list):

(A)	(B)
Name _____	Name _____
Title _____ Phone No. _____	Title _____ Phone No. _____
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____

10. Describe in detail principal product or service provided: _____

Signature: _____ Date: _____

City of Tacoma
Finance Department / Tax & License Division
PO Box 11640
Tacoma, Washington 98411-6640
(253) 591-5252

Note : This license is required for all businesses. It does not replace your Regulatory License(s) which are required for certain business activities.

Instructions

Subtitle 6B.20 of the Tacoma Municipal Code provides that all firms engaging in business in the City of Tacoma must obtain a Business License.

- Business Location: Physical location of business. (Do not use P.O. Box or mail drop.)
- Rental Activity: Rental Business License and Supplemental Rental Property Statement form required. Contact (253) 591-5252 for more information.
- Home Occupation: License may be required if business is operated from a residential address in the City of Tacoma. Contact (253) 591-5252 for more information.
- Type of Ownership:
 - a) Sole Owner: full name of individual
 - b) Corporation: list corporate officers' full names
 - c) Partnership: list partners' full names
 - d) LLC: list owners' full name
- Type of Business: Be specific—list type of service rendered and/or products sold.
- Refunds: Business license fees are refundable if the application is denied and when it can be shown the applicant has not conducted business in the corporate city limits of Tacoma, or gross receipts are under license fee threshold.
- Zoning Requirements: All persons engaging in business activity in Tacoma are subject to City zoning requirements.
- Fee: Annual license fee is \$80. If first time registrant and your business activity is starting after June 30th, the fee will be prorated at \$40 for the 1st year.
- License Expiration: Annual business license expires December 31st.
- Penalties: (License is not considered filed until payment is received).

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

* If mailed, postmark date will determine date of filing.

- Branch Accounts: \$25 administrative fee required.
- 501C-3 Accounts: \$25 administrative fee required.

Please call (253) 591-5252 if you have questions.