



Year: \_\_\_\_\_

Contract Account # \_\_\_\_\_

# Annual Business License Application

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

\*If no, no license fee is due and your account will be placed in a non – filing status. See details on back of form.

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: \_\_\_\_\_ Cell 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: \_\_\_\_\_

The undersigned acknowledges that this business license is governed by the Tacoma Municipal Code and is responsible for becoming familiar with the code and abiding by its requirements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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

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**Instructions**

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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 if gross receipts are greater than \$10,000.

If your business gross receipts are less than \$10,000, you will be put on a non-filing status. When your business anticipates gross receipts during a calendar year to be greater than \$10,000, it is your responsibility to notify Tax and License of the change in your status and to obtain an Annual Business License. Failure to do so may subject your firm to penalties. The Annual Business License notification is sent in the month of December to every business with annual gross receipts greater than \$10,000 for renewal by January 31 of the next calendar year.

- **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 officers' full names
- **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 first year.
- **License Expiration:** Annual business license expires December 31st.
- **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 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.