

## SPECIAL SOLID WASTE HAULING AND RECYCLING PERMIT APPLICATION AND PROCESSING GUIDELINES

The City of Tacoma asserts exclusive and universal control over the business of all solid waste collection, management, and disposal within the Tacoma city limits. However, the City recognizes that there are some circumstances that can preclude the City's Solid Waste Management Utility from providing the services necessary for some customers and therefore the City has a Special Permit program to address these activities.

1. Applicants are strongly urged to review in details of Chapter 12.09.070 of the Tacoma Municipal Code (TMC) prior to completing the application form. The entire TMC, including Chapter 12.09, can be found on our website at [cityoftacoma.org](http://cityoftacoma.org).
2. The applicant shall fill out all applicable information on the permit application as provided by the Solid Waste Management Division of the Environmental Services Department.
  - a. Answers shall be concise and complete. Incomplete or omitted answers may delay the processing of the permit.
  - b. The completed application shall be submitted online via [Smartsheet form](#).
3. The completed application shall be reviewed to determine if the requested permit activity is consistent with Chapter 12.09 of the City Code and with any other applicable local, state, or federal regulations.
4. The applicant must provide proof of all necessary permits and/or licenses required to engage in the requested activity described in the application. These permits may vary based on the type of material to be hauled.
  - a. A City of Tacoma Business License is required, and your business license number must be included on the application.
5. The evaluation period for the permit application shall be a minimum of five working days but may be longer depending on the request. We strive to issue the permits within two weeks.
6. The permit request will be approved, approved with conditions, denied, or returned to the applicant with a request for further information or clarification.

7. If the permit is approved, a permit certificate will be issued to the applicant together with the term of the permit and or any conditions that may be imposed upon the permit.
8. If the permit request is denied, a letter will be sent to the applicant stating the reason for the denial. The applicant may appeal the decision of the Solid Waste Management Division Manager in accordance with section 12.09.070.
9. The permit must be renewed annually. To qualify for renewal, permit holders must:
  - a. Complete the [online application](#), including all required weight documentation for the prior year by March 31<sup>st</sup>.
  - b. Be current on all tax payments to the City of Tacoma.
  - c. Have not had any permit violations in the past year that have not been cleared or adequately explained to SWM.
  - d. Submit any applicable permit fees.