



City of Tacoma

Tax & License

TAX & LICENSE

BUSINESS LICENSE



Business License

- Required for all business activity in City
- Annual license fee
- Tiered fee structure based on gross income

Gross Income Thresholds	License Fee
Under \$12,000	\$ 37
\$12,000 - \$250,000	\$ 190
Over \$250,000	\$ 435
\$1,000,001 - \$5,000,000	\$1500
Over \$5,000,000	\$2000

Provides a fair and equitable business environment

Why Issue Business Licenses?

Business license revenue goes into the general fund and supports the cost of City services such as police, fire and roads.



Business License

When is a business license required for City vendors and contractors?

1. Business is based inside the City limits
2. Business is based outside the City and generates more than \$2,000 of income in the City and physically conducts the work inside the city limits

Examples

- In person consulting or training services
 - Repairs to property
 - Deliver and install property
 - Contractors working at site in the City
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Business License

Who is not required to get a City business license?

Examples

- Consulting or professional services performed from location outside the City
 - Training provided via web from location outside the City
 - Product delivered via common carrier (FedEx, UPS, USPS)
 - Contractor working at site outside the City (i.e. Mayfield)
 - A potential vendor bidding on a City contract
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Making a payment is easy in Tacoma.

Ways to pay on my existing account

- **Phone:** 253-591-5252 | 24 hours a day
(available in: English, Korean, Russian, Spanish and Vietnamese)
- **Online:** FileLocal-wa.gov
- **Pay Box:** Safeway locations throughout Pierce County, the Tacoma Municipal Building and Tacoma Public Utilities
(available in: English and Spanish)
- **In-Person:** 747 Market St. Tacoma, WA 98402

Customer Service office and phone hours vary.

Visit cityoftacoma.org/taxandlicense to see current hours or to schedule an appointment.



TPU Pay Box™ Locations

TACOMA PUBLIC UTILITIES

- 1 Tacoma
3628 S. 35th St. (& Union Ave.)
Outside—24/7
Inside Lobby— Mon. - Fri., 8 a.m. to 4:30 p.m.

TACOMA MUNICIPAL BUILDING

- 2 Tacoma
747 Market St. Rm. 212
Mon. - Fri., 8 a.m. to 5 p.m.

ALBERTSONS

- 3 Tacoma
104 Military Rd. S. | 5 a.m. to 1 a.m.

SAFEWAY

- 4 Tacoma
1624 72nd St. E. (72nd & Portland Ave.) |
5 a.m. to 12 a.m.
- 5 2637 N. Pearl St. | 5 a.m. to 1 a.m.
- 6 1112 S. M St. | 6 a.m. to 11 p.m.
- 7 707 S. 56th St. | 5 a.m. to 12 a.m.
- 8 1302 S 38th St. | 5 a.m. to 12 a.m.

Federal Way

- 9 2109 S.W. 336th St. (21st Ave. & 335th St.) |
5 a.m. to 12 a.m.

Graham

- 10 10105 224th St. E. (224th & Meridian) |
5 a.m. to 1 a.m.

Lakewood

- 11 10223 Gravelly Lake Dr. S.W. |
5 a.m. to 12 a.m.

Puyallup

- 12 11501 Canyon Road E. (112th & Canyon) |
5 a.m. to 1 a.m.

University Place

- 13 3842 Bridgeport Way W. | 5 a.m. to 12 a.m.

TAX & LICENSE

BUSINESS & OCCUPATION TAX



Business & Occupation Tax

- Calculated on gross income under the following classifications:

Tax Classification	Tax Rate
Retailing	0.153%
Wholesaling	0.102%
Service or Retail Service	0.400%
Manufacturing	0.110%

*Minimum threshold of \$250,000 annual gross income before tax is due. Gross income is considered worldwide income and not just income generated in Tacoma.

** Or if annual income generated in Tacoma is less than \$20,000 no tax is due.



Notification to Vendor

Tax & License team reviews:

- Vendor contract list
- Purchase Resolutions
- Electrical and Building Permits

If vendor appears to meet requirements for licensing, a notification letter is sent to the vendor.

TAX & LICENSE

To register for a City business license:

Online: FileLocal-wa.gov

Mail: Print an application at www.cityoftacoma.org/taxandlicense

Office: Tacoma Municipal Building 747 Market St Room 212

Questions?

Email: licenseinfo@cityoftacoma.org

Call: 253-591-5252
