



# AFTER-HOURS CLUB LICENSE APPLICATION AND WRITTEN SAFETY PLAN TACOMA MUNICIPAL CODE CHAPTER 6B.240

To apply for this license, the business must be currently registered with the City of Tacoma, or this application must be submitted with a general business license application. Visit [Tacoma.gov/taxandlicense](http://Tacoma.gov/taxandlicense) for more information. Please complete all sections of this application. Incomplete applications may result in delay or denial of license.

**\*APPLICATION REQUIRES CITY APPROVAL PRIOR TO CONDUCTING THIS ACTIVITY\***

## BUSINESS LICENSE INFORMATION

**Does the business/club have a City of Tacoma business license?**

Yes, provide City Account Number \_\_\_\_\_

No, please submit with business license application, visit [tacoma.gov/taxandlicense](http://tacoma.gov/taxandlicense) to register.

## LOCATION INFORMATION

**Location Address:**

**Club Open Date:**

**Club/Business Name:**

**Owner Name:**

**Owner Phone:**

**Describe After-Hours Activities Offered:** Entertainment activity as defined in Tacoma Municipal Code (TMC) 6B.70 and 6B.80 is not allowed between the hours of 2AM – 6AM.

---

---

---

**1. List the name(s) of the On-Site Manager/Person in Charge for addressing safety, security or City code-related complaints. Attach list of additional names, if needed.**

Name: \_\_\_\_\_ Phone \_\_\_\_\_

Name: \_\_\_\_\_ Phone \_\_\_\_\_

**WRITTEN SAFETY PLAN - AFTER-HOURS CLUB**

All After-Hours Club are required to complete the following written safety plan.

**SECURITY PERSONNEL:**

After – Hours Clubs are required to have a minimum of 2 security personnel. All security personnel must be licensed and complete an online training prior to working in the City of Tacoma, unless exempt as outlined in TMC 6B.70.240.

- 2. List name and contact information for Security Personnel and/or Security Firm. Attach list if there are additional names.

Security Personnel/Firm (1) \_\_\_\_\_

Phone Number \_\_\_\_\_

Security Personnel/Firm (2) \_\_\_\_\_

Phone Number \_\_\_\_\_

- 3. List your procedures for verifying your security personnel are properly licensed as required in TMC 6B.70.240.

\_\_\_\_\_  
\_\_\_\_\_

- 4. Security Personnel – Locations. List or attach a drawing of where the security personnel will be located throughout the establishment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 5. List your procedures for checking identification and for searching patrons.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 6. List your procedures for preventing weapons from entering the premises.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. List your procedures for handling violent incidents or other emergencies and when calling the Tacoma Police Department.

---

---

---

---

8. List your procedures for handling crowd control and preventing overcrowding.

---

---

---

9. List your procedures for disturbances that occur outside the premises when patrons are entering and leaving the club, i.e. loitering, vandalism, noise, parking, and crowd dispersal.

---

---

---

---

10. List your clean up procedures outside the establishment after closing for the night. (i.e. spraying off the sidewalk, picking up litter, etc.).

---

---

---

**VIDEO SURVEILLANCE:**

After-Hours Clubs are required to operate video surveillance at each entry point and maintain all recordings for a minimum of five (5) calendar days. Review Rule 1017 - After-Hours Club Requirements at [tacoma.gov/taxandlicense](http://tacoma.gov/taxandlicense) to ensure your security cameras and devices meet minimum requirements.

11. List the type of video surveillance used (brand, model) and retention period capability.

---

---

**APPLICATION PROCESS AND SIGNATURE**

Please ensure all questions have been answered and information provided; the license review will not start until a complete application is received.

Tax & License will contact the applicant once the license has been reviewed by all City Departments and the inspection completed. Allow for 10 business days for the review and inspection to be completed.

**You are not allowed to operate prior to receiving notification from the city that the After-Hours Club License has been approved.**

**By signature below the licensee acknowledges:**

1) they will remain in compliance with all City Codes, which includes, but is not limited to:

- After-Hour Club License regulations outlined in TMC 6B.240
- Tax & License Code, Title 6 of the TMC
- Building (Title 2), Zoning (Title 13) and Fire (Title3) regulations in the TMC
- Rules and regulations of the WA State Liquor Cannabis Board

2) if business activities create immediate hazardous conditions to life or property the business license may be summarily suspended, and the business operation closed per TMC 6B.10.145.

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

Contact Phone \_\_\_\_\_

**AFTER-HOURS CLUB LICENSE FEE: \$300**

*Make checks payable to City of Tacoma.*

# AFTER-HOURS CLUB ADDITIONAL INFORMATION

## Admissions Tax

After-Hours Club establishment that charges a fee, cover charge or ticket price for admission are required to pay a 5% admission tax. **Admissions tax is paid by the customer, to be held in trust by the person/promoter collecting the admission charge and paid to the city pursuant to TMC 6A.20.060.** Ultimately, you are responsible for payment to the city even if the admission tax is not collected.

## Ticket Information

Whenever a charge is made for admission to any place, a serial number or reserve seat ticket shall be furnished to the person paying such charge unless written approval has been obtained from Tax & License to use a turnstile or other counting device which will accurately count the number of paid admissions.

**A sign must be posted** in a conspicuous place at the entrance or ticket office, which breaks down the admission charge as follows:

Established price	\$
Service Charge (if any)	\$
City Admission Tax	\$
<b>Total Price of Ticket</b>	\$

### **TMC 6B.240.080 - Activity not permitted at establishments – Inspection of premises.**

A. **No business activity is permitted prior to license approval.** Applicants shall allow the premises sought to be licensed under this Chapter to be inspected by the Director and/or public officials for the purpose of ensuring public safety and that the applicant meets all licensing requirements. Failure to grant access shall result in denial of the license application and/or cause for summary suspension of the license.

B. Licensees shall provide the Director and/or public officials access to any open public areas of an after-hours club whenever guests, patrons, or club members are present for the purpose of inspection in accordance with TMC 6B.10.180.

### **Complete Fingerprints for Background Check - Required**

Per TMC 6B.10.190 applicants (all owners) are required to submit to fingerprinting for criminal background check (CBC) prior to applying. The results of the CBC will be reviewed during the application process.

Fingerprint services are available by appointment only at South Sound 911. When scheduling appointments online, select City of Tacoma Business License as the purchase option. Fingerprint fees are paid directly to South Sound 911, visit [southsound911.org/fingerprints](http://southsound911.org/fingerprints) for current fees.

**Questions?** Call 253-591-5252 or visit [tacoma.gov/taxandlicense](http://tacoma.gov/taxandlicense)