



City of Tacoma  
Finance Department / Tax and License

City of Tacoma  
Pawnbrokers and Secondhand Dealers  
License Application

This license is in addition to a general business license. To apply for this license, the business must already be registered and active with the City or this application must be submitted with the general business license application.

**This is an application only and requires approval prior to conducting the activity.**

**Business Information:**

Does the business currently have a general business license with the City of Tacoma?

Yes Please provide City Account Number \_\_\_\_\_

No Submit this application with the Application for City of Tacoma Business License

Date the regulated activity first started in City of Tacoma: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Describe in detail the nature of the business:  
\_\_\_\_\_  
\_\_\_\_\_

**Select License Required**

**Pawnbroker - \$250.00 Annual License Fee**

The business loans money on the security pledges, deposits or conditional sales of personal property

**Secondhand Goods - \$100.00 Annual License Fee**

The business engages in buying, selling, trading, consignment selling, or otherwise transferring for value of secondhand goods (any personal property, which is not new, that is purchased, traded in, or offered for sale) or secondhand goods that is a precious metal (gold, silver or platinum)

**Secondhand Goods - Temporary Sale - \$50.00 per day**

An organized sale or purchase of secondhand goods for ten (10) consecutive days or less.

**Pawnbroker / Secondhand License Additional Requirements**

**Leads online Reporting:** Report before noon daily to the police all transactions from the previous day via [www.leadsonline.com](http://www.leadsonline.com)

**Records:** Maintain a record of every transaction for a period of three (3) years as per Tacoma Municipal Code 6B.160.040

See reverse side

747 Market Street, Room 212, Tacoma, WA

(253) 591-5252

[tacoma.gov/taxandlicense](http://tacoma.gov/taxandlicense)



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## Application Process and Signature

License fee must be submitted with application. Applications received without payment will not be processed. Once the application and payment have been received, the application will be reviewed by the appropriate departments in the City for approval. A regulatory license certificate will be mailed upon approval of the license. Please allow up to 10-15 days to receive notification of approval.

Licensee agrees to comply with all City Codes and Ordinances which include but are not limited to Building Codes, Zoning Codes and Fire Codes.

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Date

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Signature

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Contact Phone Number

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Applicant Printed Name

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Title