



SALES—DOOR-TO-DOOR SOLICITING

WHO NEEDS A LICENSE?

If you are going door-to-door soliciting sales, which means offering goods or services in the City of Tacoma, you first need to obtain a door-to-door license to operate.

Goods or services may include, but are not limited to, burglar and fire alarm monitoring equipment or services, subscriptions for books, magazines, or newspapers and ice cream vendors.

LICENSE REQUIREMENTS

- City business License (if sub-contractor)
- State and federal criminal background check. Fingerprinting services for background check available at South Sound 911.
- Consent to a full face photograph for ID card
- Completed Door-to-Door application and \$90 fee

RESPONSIBILITY FOR LICENSING

If you are a business and employing any persons or groups to solicit activity in Tacoma, you are responsible for the licensing of such persons and for ensuring that each person meets the requirements of the license. Failure to carry out this duty is a violation of the Tacoma Municipal Code 6B.170.070.

If you have a group of 4 or more individuals please contact us at 253-591-5252 to schedule a time for the group to apply for their licenses in person.

LICENSE ON DISPLAY AND AVAILABLE

Solicitors shall display their City issued ID card when requested from citizens or City officials. If any person is not able to provide their City issued ID card to a City official, they will be asked to cease soliciting activity immediately.



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EXEMPTIONS

- Farmers, grocers or butchers who do not make sales from vehicles upon City streets.
- Bona fide School or nonprofit fundraising activities.
- State of Washington licensed real estate brokers soliciting real estate broker services or other valid license issued by State of Washington as long as the state licensing includes finger-printing and a background check and is issued for the service the person is soliciting.
- Veterans per RCW 73.04.050.

OTHER REGULATIONS

- Any items that require scales, weight or measures when selling must file with the application a certificate from the Director of Public Works showing all scales, weights or measures have been tested and found accurate and correct.



Finance Department

Tax & License Division
747 Market St, #220
Tacoma WA 98402
253-591-5252

Note: This Information Sheet does not substitute for codes and regulations. The business owner is responsible for compliance with all codes and regulations, whether or not described in this document.

To request this information in an alternative format or a reasonable accommodation, please call 253-591-5252.

01/23