City of Tacoma
Finance Department / Tax and License

City of Tacoma
Transient Accommodations License Application

License Fee $75.00

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 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:

_____

_____

Transient Accommodations License Requirements

License is required for any person either as an owner, lessor, lessee, manager, or agent to conduct, manage or operate transient accommodations (any building or facility or place offering three (3) or more guest rooms to person to be used for which may be used for sleeping or living quarters by guests for periods of less than thirty (30) days). A short- term rental where the entire dwelling is rented is excluded from this license.

Annual License fee $75.00

Application Process and Signature

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

_____ _____

Date Signature

_____ _____ _____

Contact Phone Number Applicant Printed Name Title