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## **Flat Rate For-Hire Vehicle**

### **Flat Rate For-Hire Vehicle**

A flat rate for-hire vehicle transports people for compensation, but are different from a for-hire vehicle with a meter (i.e. taxicab) because they charge a flat rate per trip, rather than a metered fare.

Flat rate for-hire vehicles have the same requirements as a metered for-hire vehicle as outlined in Tacoma Municipal Code 6B.220 with the exception of a meter inspection and inspection fee.

To ensure that there is no confusion between a metered and flat rate for-hire vehicle, a flat rate for-hire vehicle must follow these requirements:

- The exterior of vehicle must be clearly marked as “flat rate”
- The words “taxi,” “cab” or “taxicab” cannot be marked on the vehicle
- There shall be no meter inside the vehicle
- There shall be no top “taxi” light on the vehicle
- The flat rate (fare) must be transparent to the rider before accepting the ride

Adopted: September 2017



## For-Hire Vehicle License Exemption

### **WA State Vehicle Registration – Exemption**

Per Tacoma Municipal Code 6B.220.200.B.5, a for-hire vehicle license application shall include a copy of the State of Washington vehicle registration. Exemption to this requirement is:

When a copy of a current vehicle registration issued by another state and proof of status as military personnel (picture ID) as described below is submitted in lieu of a State of Washington vehicle registration. This exception also applies to spouses of military personnel as long as the vehicle is registered to the military personnel or jointly to both the military personnel and spouse.

### **From Washington State Department of Licensing Website (dol.wa.gov)**

#### Nonresident military personnel

Military personnel temporarily stationed in Washington are presumed to be nonresidents unless they were residents of Washington State when inducted. Military personnel include:

- Active-duty members of the United States armed forces:
  - Coast Guard (including personnel living in Washington who are on duty in the Portland area)
  - Army
  - Navy
  - Marines
  - Air Force
- Members of the National Oceanographic and Atmospheric Agency (NOAA).
- Commissioned officers of the public health service.
- Members of foreign military organizations assigned to Washington on official duty.

#### Types of plates

Nonresident military personnel on duty in Washington may display **any** of the following:

- Washington license plates.
- Plates issued from their official home of record.
- Plates issued from a foreign jurisdiction other than your official home of record, until the registration expires.

#### Using license plates from military personnel home state

If you're a member of the military temporarily assigned in Washington State, you can keep your vehicle registration at your official home of record instead of getting Washington plates.



## License Rule 1002

This also applies to your spouse, as long as the vehicle is registered to you or jointly to both you and your spouse.

Adopted March 2018



## For-Hire Driver License Exemption

### **WA State Driver License - Exemption**

Per Tacoma Municipal Code (TMC) 6B.220.250, a for-hire driver applicant must present a Washington State Driver's license at the time of application. Exemptions to this requirement are:

- Active duty military personnel and/or their spouse may use their out-of-state driver license in the state of Washington as long as they are stationed in Washington.
- Nonresident college students with proof of full time enrollment may use their out of state driver license in the state of Washington.
- Non-resident driver who is residing in Washington State temporarily. (An example would be individuals that live in another state but 'snow-bird' in our state)

### **WAC 308-104-0006 Persons exempt from driver license requirements**

(1) A student who maintains his or her legal home of record at a location outside Washington state, or the spouse or dependent of the student, who is at least sixteen years of age and who has in his or her immediate possession a valid driver's license issued to him or her in his or her home jurisdiction. The student must be enrolled as a full-time nonresident student at an institution of higher learning in Washington accredited by the Northwest Association of Schools and Colleges or by an accrediting association recognized by the higher education board, or at a private vocational school as that term is defined by RCW 28C.10.020(7). The student must carry documentation issued by the institution that readily establishes his or her status as a nonresident student.

(2) Military personnel who are at least sixteen years of age who have in their immediate possession a valid driver's license issued by the jurisdiction designated as their home of record. A spouse or dependent of a person who meets the criteria of this subsection is also exempt from the driver's license requirement, provided that the spouse or dependent has in his or her immediate possession a valid driver's license issued by the jurisdiction designated as his or her home of record.



Military personnel temporarily stationed in Washington are presumed to be nonresidents unless they were residents of Washington State when inducted. Military personnel include:

- Active-duty members of the United States armed forces:
- Coast Guard (including personnel living in Washington who are on duty in the Portland area)
- Army, Navy, Marines, Air Force
- Members of the National Oceanographic and Atmospheric Agency (NOAA).
- Commissioned officers of the public health service.
- Members of foreign military organizations assigned to Washington on official duty.

Adopted March 2018



## For-Hire Dispatch Records

Tacoma Municipal Code (TMC) 6B.220.180 requires For-Hire Transportation Services Companies to maintain a dispatch service. TMC 6B.220.160 allows the Director to examine any records related to the compliance of for-hire transportation services.

### **Dispatch Service**

Each for-hire transportation services company shall submit the name of the dispatch service, application or platform in which the dispatch service records will be maintained at time of application. If at any time there is a change to the method or provider of dispatch service, the for-hire transportation services company shall notify the City within 14 days of the change.

### **Dispatch Service Records**

Dispatch records that are generated in their original format from the dispatch system providing specific record information and assignment of orders to affiliated for-hire vehicles and drivers for all service requests received by telephone or any other form of communication.

### **Dispatch Service Record Information**

Each for-hire transportation services company or dispatch service shall maintain the ability to provide the Director upon request dispatch records generated in their original format with the following information for each service request:

- a. Name of for-hire company responding;
- b. Date and time of service request;
- c. Location of service request pickup;
- d. Identification of for-hire vehicle and driver dispatched (if the driver is identified by an ID #, a separate record must also be provided that links the ID# and driver name and;
- e. Date and time vehicle/drivers signed on and off duty.
- f. Type of pickup (i.e. package, person)

### **Timely submittal of reports**

Each for-hire transportation services company shall timely submit all reports, required by the City. Submitting any standard, scheduled or routine report late is a violation of this Rule. For purposes of this Rule, each day a report is late is a new violation and subject to a civil penalty in the amount of \$250 for each day the violation occurs per TMC 6B.10.260.

Adopted: December 2018, Revised: November 2019



## **Accessible For-Hire Vehicle and Driver Exemptions**

### **Accessible For-Hire Vehicles – Exemption**

Per Tacoma Municipal Code 6B.220.200 (TMC), a for-hire vehicle owner is required to meet certain requirements before a for-hire vehicle license is issued. Requirements include:

1. A Certificate or Proof of Insurance policy as outlined in 6B.220.200.B.4.
2. Meter inspection, (if applicable) required as outlined in TMC 6B.220.200 and a fee as established in TMC 6B.220.140.
3. Certificate of Safety and Vehicle Registration. If the vehicle is an Accessible For-Hire Vehicle (AFHV) and is permitted by the Department of Transportation and licensed as a For-Hire Vehicle by Washington State Department of Licensing, the AFHV is exempt from this requirement.

Per TMC 6B.220.140.B.1.a, AFHV's are exempt from the for-hire vehicle license fee.

### **Accessible Vehicle For-Hire Drivers – Exemption**

Per TMC 6B.220.250, a for-hire driver is required to meet certain requirements before a for-hire driver license is issued.

### **For-Hire Driver License Fee**

If a for-hire driver of an AFHV is an **employee**, the for-hire driver will be exempt from the City for-hire driver license fee if all of the following requirements are met by the for-hire transportation company:

- Conducts a background check on the driver as outlined in TMC 6B.200.260 and ensures the driver does not meet any denial reasons as outlined in TMC 6B.220.300
- Ensures the driver is fit to drive as outlined in TMC 6B.220.270
- requires the driver to complete a safety/defensive driving course as outlined in TMC 6B.220.280
- Requires the driver to pass an exam or ensures the driver has knowledge of the requirements outlined in TMC 6B.220.290 such as customer service, knowledge of the area and safety procedures

In lieu of a for-hire driver license application being submitted by the AFHV for-hire driver, the for-hire transportation services company will provide a list of drivers to the City annually in September of every year that meet the requirements of 6B.220.



## License Rule 1005

If the for-hire transportation company ride app or application dispatch system provides a picture of the for-hire driver that is available to passengers, a For-Hire Driver Identification Card does not need to be issued to the for-hire driver.

Adopted: February 2021



## Temporary License Rule 1006

### 2023 Business License Penalty

#### Renewal of license – Late Penalty

Per Tacoma Municipal Code 6B.10.090 (TMC), a licensee that makes payment after the due date of January 31<sup>st</sup>, is subject to penalties in the following amounts:

1. When the license fee is received during the month of February a penalty of 20% of the license fee or \$25, whichever is greater is due.
2. When the license fee is received on March 1<sup>st</sup> or later, a penalty of 50% of the license fee or \$50, whichever is greater, is due.

City Council passed Ordinance # 28838 that increases the business license fees as high as \$1500 in 2023 and \$2,000 in 2024.

Current Fee	2023			2024	
	2023 Increase in Fee	2023 Fee	2023 % Increase	2024 Increase in Fee	2024 Fee
\$25	\$0	\$25	0%	\$12.50	\$37.50
\$110	\$20	\$130	18%	\$60	\$190
\$250	\$50	\$300	20%	\$135	\$435
\$250	\$750	\$1,000	300%	\$500	\$1,500
\$250	\$1,250	\$1,500	500%	\$500	\$2,000

In addition, the license fee structure will be reviewed by the Economic Development Committee in 2023 to make recommendations to future years license fee amounts.

The current penalty structure outlined in the TMC of 50% is relatively high when applying it to a license fee paid after the due date.

In 2023, staff is going to review the City's license penalty structure and make a recommendation to City Council for amendments that will apply to the 2024 license renewals.

While staff is reviewing the penalty structure, there will be no late penalty assessed if the 2023 license fee is paid by February 28, 2023. If the license fee is paid between March 1 and December 31, 2023, the penalty will be 30% of the license fee owed.



## Acceptable Attire – Non-Licensed Adult Entertainment

Tacoma Municipal Code (TMC) 6B.30 regulates “Adult Entertainment.”

The regulations in TMC 6B.30 are intended to protect the public, health, safety and welfare of the residents of the city. In addition, the regulations are intended to prevent health and safety problems in and around adult entertainment establishments where employees work in various states of undress and to prevent dangerous and unlawful conduct in and around such locations.

The regulations outlined in TMC 6B.30.110.C state that “No activity or entertainment occurring on the premises shall be visible at any time from outside the facility or from any other public place.” This is referring to “adult entertainment” as defined in TMC 6B.30.010.

Therefore, establishments that are not licensed for “adult entertainment” as defined in TMC 6B.30 are not allowed to engage in “adult entertainment” and also cannot allow adult entertainment to be visible from outside the facility or from a public place. “Adult entertainment” is defined in TMC 6B.30.010 as set forth below.

This rule further outlines when a business is not licensed for “adult entertainment,” the “attire” employees are permitted to wear must not also fall under the “adult entertainment” regulations.

### TMC 6B.30.010 Definitions

“Adult entertainment” shall mean in part:

1. Any exhibition, performance, or dance of any type conducted in a premises where such exhibition, performance, or dance involves a person who is unclothed or in such costume, attire, or clothing as to expose any portion of the female breast below the top of the areola or any portion of the pubic region, anus, buttocks, vulva, or genitals, or wearing any device or covering exposed to view which simulates the appearance of any portion of the female breast below the top of the areola or any portion of the pubic region, anus, buttocks, vulva, or genitals, or human male genitals in a discernibly turgid state, even if completely and opaquely covered.

“Employee” shall mean any and all persons, including managers, entertainers, and independent contractors who work in or at or render any services directly related to the operation of any adult entertainment establishment.

To further clarify “adult entertainment.”



## License Rule 1007

“Attire” means device, covering or clothing that is not see-through over minimum body areas.

“Minimum body areas” include the female breast below the top of the areola or any portion of the pubic region, anus, buttocks, vulva, or human male genitals.

Employees working at a business that is not licensed to engage in “adult entertainment,” must wear attire that fits adequately so that all minimum body areas always remain covered when the wearer is working, including sitting, standing, bending, reaching, or performing other work duties.

The owner is responsible to ensure that all employees comply with the attire.

[Examples of acceptable “attire.”](#)

Adopted: April 25, 2023



## MASSAGE BUSINESS LOCATIONS

### Introduction

This rule provides information required when submitting an application for a City business license for the activity of massage therapy services to ensure public health, safety and welfare as outlined in Tacoma Municipal Code (TMC) 6B.10.115 and 6B.10.117.

### TMC 6B.10.030 Definitions

“Massage” or “Massage therapy” means a health care service involving the external manipulation or pressure of soft tissue for therapeutic purposes. Massage therapy includes techniques such as tapping, compressions, friction, reflexology, Swedish gymnastics or movements, gliding, kneading, shaking, and fascial or connective tissue stretching, with or without the aids of superficial heat, cold, water, lubricants, or salts. Massage therapy does not include diagnosis or attempts to adjust or manipulate any articulations of the body or spine or mobilization of these articulations by the use of a thrusting force, nor does it include genital manipulation.

“Massage business” means the operation of a business where massages are given.

### TMC 6B.10.040.B – License Required.

Persons applying for a city business license shall maintain all local, state, and federal licenses required for the operation of the business and shall remain in compliance with such licenses while the business remains in operation.

### TMC 6B.10.115 Hours of Operation – Massage

Business locations or offices that offer massage therapy services, as defined above, shall not be open between 10:00 p.m. and 6:00 a.m. daily.

If a licensed massage business is physically located wholly within the premises of a larger business or location, including, but not limited to, such facilities as a salon, spa, hotel, or health care provider, then only the area where the massage business is conducted shall be closed to customers between 10:00 p.m. and 6:00 a.m.

### 6B.10.117 Unlicensed Practice of Massage

The unlicensed practice of massage therapy pursuant to RCW 18.130.190(7)(a) is a gross misdemeanor for each single violation.

Any person who with knowledge or criminal negligence allows or permits unlicensed practice of massage therapy to be committed within his/her massage business by another per RCW 18.130.190(7)(a) to be guilty of a misdemeanor for each single violation.



## License Rule 1008

### Information Required

To ensure compliance with 6B.10.115 and 6B.10.117 and to protect public health, safety, and welfare, upon application for a City business license, massage business owners must provide the following information:

1. Daily hours of operation.
2. Number of rooms available for massage within the location.
3. For all massage therapists operating at the business:
  - a. Full Name
  - b. Contact Information (i.e. phone, email or address)
  - c. Current government issued photo identification
  - d. Copy of valid Washington State Massage license
4. For all owners, officers and managing agents of the business:
  - a. Current government issued photo identification
  - b. Submit to a state and/or federal criminal background check per TMC 6B.10.190

Updated and current information may be requested after a City business license is issued and/or upon inspection by a Tax & License Compliance Officer.

Adopted: April 2023



## **License Penalty Administrative Grace Period**

### **Annual Business License Renewal- Due Date January 31st**

According to Tacoma Municipal Code (TMC) 6B.10.090, a person that pays their license after the due date is subject to a penalty of 20% of the license fee.

The Annual Business License (ABL) described in TMC 6B.20 is renewed every calendar year with a due date of January 31<sup>st</sup>.

Due to the high volume of mailed in payments close to the due date, and subsequent mailing and processing time, no penalty will be imposed on a fee paid or postmarked prior to February 21<sup>st</sup> for the current year's ABL fee.

#### **Assess 20% Penalty**

Mail	Postmark after Feb 20th
Online	Paid after Feb 20th
IVR	N/A
Counter	Paid after Feb 20th

### **Business Regulatory Licenses**

Regulatory licenses are invoiced based on anniversary month and throughout the calendar year, and are due on the last day of the month following that anniversary month.

The current system of record will not allow for an administrative period to be programmed for just one month, therefore, the 20-day administrative period will also apply to regulatory licenses due at any point in the year. No penalty will be applied to any license fee paid or postmarked before the 21<sup>st</sup> of the month following the due date.

### **Examples**

A 2024 ABL renewal is mailed in with a postmark date of February 15, 2024, and processed on February 21, 2024. No penalty will be assessed.

A 2024 ABL renewal is paid online on February 7, 2024. No penalty will be assessed.

A regulatory license with a due date of August 31, 2024, is mailed in with a postmark date of September 15, 2024. No penalty will be assessed.

Adopted: January 2024



## Annual Business License Exemptions

When a business meets the nexus requirements of “engaging in business activity” as outlined in 6A.30 a license is required. There are, however, some exemptions outlined in State or Federal law that pre-empts a city from requiring a license for revenue (taxation).

### Rental Business Activity

#### **Housing Authority**

An “Authority” as defined in RCW 35.82.210.

#### **Constitutional or Other Regulations Prohibiting or Exempting License**

An entity in which the City is prohibited from taxing under the Washington State Constitution or the Constitution of the United States or any other exemption outlined in a local, state, or federal regulation. See [WAC 458-20-190](#).

### Other Business Activity

#### **Credit Unions**

Federally chartered credit unions are considered a federal entity exempt from taxation by the city. The credit union will include the word "federal" in their name. See [WAC 458-20-190](#)

#### **Governmental Entities**

Cities cannot tax the United States and its departments, institutions, and certain other federal entities. See [State of Washington Tax Topic](#). This is also applicable to State of Washington and its departments.

City of Tacoma and its departments is defined as “City” in 6A.10. City is not included in the definition of a “Person” in 6A.10 and therefore is not subject to license requirements.

#### **Liquor Sales**

Businesses that only sell or distribute liquor. ([RCW 66.08.120](#)) If the business sells any other items (non-alcoholic drinks, merchandise, food etc.) then a license is required.

#### **Tribal Land /Member (Tax Rule 192)**

1. Tribal members conducting business activity on their own Tribal Land.
2. A Non-Tribal business performing work for a Tribal Member or Tribe on Tribal Land.

Updated: February 2025

Adopted: January 2024



## Alarm Devices

Per TMC 6B.40 a Monitored Alarm System is defined as “any system, device, or mechanism which, when activated, transmits a telephonic, wireless, electronic, video, or other form of message or communication to a private monitoring company, other number, or person who can then notify police that an alarm has been activated. This includes all systems which transmit telephonic, wireless, electronic, video, or other form of message or communication from an alarm installed within the City limits to any location outside the City”.

### **Live Video Monitoring**

A system that has an individual monitoring a live video feed is not included in the definition of a “monitored alarm system” and is not subject to the requirements outlined in TMC 6B.40.

### **Mobile Panic Alarm**

Mobile panic alarms are often used by TNC drivers, Lyft and Uber. They are phone-based panic alarms with no physical device location and are not subject to the requirements outlined in TMC 6B.40.

Adopted: February 2025



## **Churches – Religious Organizations**

A church is a religious organization that provides a place for its members to congregate. A license is not required if no business is engaged in by the organization.

### **Bookstore on Church Property**

If the bookstore is open to the general public that means the organization is engaging in business and a license is required.

### **Daycare on Church Property**

If the daycare is open to the general public that means the organization is engaging in business and a license is required.

### **Church Bazaar**

If a bazaar is organized by the church and open to the general public that means the business is engaging in business and a license is required. Engaging in business would potentially mean receiving a portion of the vendor sales made at the bazaar.

Vendors selling product at the bazaar require a license if the church does not obtain a multi-vendor license under TMC 6B.230.

### **Church Bible School**

If the bible school is open to the general public and receiving income from students attending the bible school, the organization is engaging in business and a license is required.

Adopted: February 2025



## Banks and Credit Unions

### **Banks – State or National**

Main bank is required to be licensed. Additional branches in the City are not required to obtain a branch license.

### **Credit Union – Federal Charter**

Cities are prohibited from licensing federally chartered credit unions. No license required. No B&O tax is required. [WAC 458-20-190](#)

Federally chartered credit unions all include the word “federal” in their name.

### **Credit Union – State Charter**

State chartered credit union is required to be licensed. Additional branches in the City are not required to be licensed.

State chartered credit unions are listed on a state website: <https://dfi.wa.gov/credit-unions/who-we-regulate>

Adopted: February 2025



## **Schools and Related Fundraising Activities**

### **Private School**

Private schools are required to be licensed.

### **Public School**

Public schools are not required to be licensed.

Federally chartered credit unions all include the word “federal” in their name.

### **School Bookstore (Public or Private)**

A bookstore selling books or other tangible personal property is required to be licensed.

For example, UWT bookstore engages in retail sales to students and the public.

### **School Parent-Teacher Association (PTA)**

General PTA activities do not engage in business and no license is required. However some PTA events are open to the public and could be considered engaging in business depending on the details of the event.

### **School/Sport Fundraising and Youth Camp**

School fundraising, including youth camp does not require a license.

Adopted: February 2025



## **Record Requirements for Transient Accommodations**

TMC 6B.140.050 Record Requirements states that a transient accommodation owner is required to verify a guest's identification by checking a valid government issued, photo identification at the time of registration/check-in and retain a copy of the identification for a period of three years.

### **Electronic Guest Registration/Check-In**

When a transient accommodation owner allows mobile or online check in using an electronic guest profile via a phone application or website, the owner has met the requirement of verifying a guest's identification.

All records, other than a copy of a government issued photo identification, associated with the guest stay are required to be retained for a period of three years.

### **In-person Guest Registration/Check-In**

Guests checking in to a transient accommodation in-person must present a valid government issued, photo identification as outlined in TMC 6B.140.050 for verification by the owner or staff, however, the owner is not required to retain a copy of the identification.

All records, other than a copy of a government issued photo identification, associated with the guest stay are required to be retained for a period of three years.

Adopted: February 2025



## PRIVATE CLUBS

### Introduction

This rule outlines the information required from a licensee when submitting an application for a City business license for the activity of a private, social club or organization operating from a commercial location to ensure public health, safety and welfare as outlined in Tacoma Municipal Code (TMC) and to verify exemption from Chapter 6B.80 – Entertainment License.

Private Clubs typically:

- Require individuals to become members before they can access the club's facilities and services. The club may have eligibility criteria for membership, such as age restrictions or other qualifications.
- Often have bylaws or rules and regulations that outline the rights, obligations, and privileges of members, as well as the governance structure of the club. These bylaws may address matters such as membership fees, voting rights, code of conduct, and rules for the use of club facilities.
- Limit access to their facilities and services to members and their guests. This distinguishes them from public establishments that are open to the general public.
- Charge membership dues and may have additional fees for specific services, facilities, or events. The payment of these dues and fees helps support the club's operations and maintenance.

### Definitions

“Bona fide private club” means a person operating as a non-profit organization solely for objects of social or business purposes with an established membership, and when admission is not open to the public, and in which membership is by application and regular dues are charged, and the advantages of which club belong to members, and the operation of which is not primarily for monetary gain. (TMC 6B.80.020)

### Records

A bona fide club will have records of (i) membership, (ii) meetings of trustees or directors at regular intervals and membership meetings at least once a year and, (iii) the location of such meetings.

The constitution, bylaws and/or house rules may provide, among other things:



## License Rule 1016

1. That all classifications of members must be admitted only after written application and only after investigation and ballot. Such admissions must be duly recorded in the official minutes of a regular meeting.
2. Standards of eligibility for members.
3. Limitation on the number of members consistent with the nature of the organization or club.
4. That not more than twelve honorary members be admitted in any one calendar year, and that nonresident and associate members be restricted to numbers consistent with the nature of the organization or club.
5. Reasonable initiation fees and dues consistent with the nature and purpose of the organization or club.
6. The period for which dues shall be paid and the date upon which this period shall expire.
7. Reasonable regulations for the dropping of members for the nonpayment of dues.
8. Strict regulations for the government of organization or club rooms and quarters generally consistent with its nature and character.
9. That organization or club rooms and quarters must be under the supervision of a manager and house committee, which committee shall be appointed by the governing body of the organization or club.
10. Provisions for visitors and for the issuance and use of guest and courtesy cards.

### **Private Clubs – Serving Alcohol**

Private clubs may not serve or sell alcohol without a [Private Club License](#) or [Special Occasion License](#) issued by the Washington State Liquor and Cannabis Board.

### **Bona Fide Club Exemption (TMC 6B.80.035.E)**

To be eligible for the exemption in 6B.80.035.E a licensee must submit records to support the licensee meets the definition of a “bona fide club”.

*Note: A club that provides live entertainment and sells, serves, or consumes alcohol on club premises does not qualify for an exemption under 6B.80 and instead must obtain a Club license as outlined in Chapter 314-40 WAC from the Washington State Liquor and Cannabis Board and apply for a license under TMC 6B.70 – Entertainment/Dancing – Alcohol Served.*

Adopted: July 2025



## AFTER-HOURS CLUB LICENSE REQUIREMENTS

### Introduction

This rule details the camera and security requirements for an after-hours club outlined in Tacoma Municipal Code (TMC) 6B.240.040 to ensure the health, safety and welfare of patrons and the surrounding community.

### Video Surveillance Cameras

1. TMC 6B.240.040.B requires after-hours clubs to operate a video surveillance camera at each point of entry to the club. Minimum camera requirements include:

- Resolution of at least 1080p (Full HD)
- Camera provides clear images ensuring that faces and other details are easily recognizable
- Storage of video for at least 5 calendar days
- Surveillance running during all hours of the day/night (24-hour time periods)
- Cover entrances and exits of the establishment and surrounding areas including adjacent streets, parking lots and alleys

2. Video surveillance cameras are required to be checked at least once a month to ensure they are fully operational, that the camera is retaining the minimum storage requirements, and the video images are clear.

### Security Machines/Devices

1. Security machines or devices are required to be instituted at all points of entry and all patrons be scanned prior to entering the establishment.
2. Handheld and walk-through metal detectors shall meet the current standards set by the [National Institute of Justice](#).
3. Develop staff training and procedures.

Adopted: July 2025