



State of Washington  
Business Licensing Service  
PO Box 9034  
Olympia WA 98507-9034  
1-800-451-7985  
business.wa.gov/BLS

## City of Tukwila

### Requirements and Fee Calculation Instructions

*Use these instructions to complete the City Addendum  
and apply for a City of Tukwila business license.*

Applications will be reviewed for approval by City of Tukwila.

[For faster service - Apply online](#)

#### Section A:

All applicants must complete Section A.

*Nonprofit businesses, other than religious organizations, must provide a copy of the confirmation from the Internal Revenue Service of tax exemption under IRS Code 501(c)(3) to qualify for a nonprofit license from the City of Tukwila.*

#### Section B:

If your business is physically located inside Tukwila, complete Section B.

*If you do not have a physical location inside Tukwila city limits, but transact business with Tukwila, complete Sections A and C.*

Calculate the fees for question 1 using the following information.

#### **General and Home Occupation Businesses**

License fee: Determined by quantity of part-time and full-time employees.  
Employee fee: \$45.00 fee per part-time employee (0-29 hours a week)  
\$91.00 fee per full-time employee (30+ hours a week)

Method for calculating employees

Count the number of part-time and full-time employees separately and multiply each number by their respective fees. The minimum number of employees is one part-time employee. This includes self-employed persons, sole proprietors, owners, managers, partners, and temporary workers.

#### **Fee-Exempt Businesses**

License Fee: There are no fees for fee-exempt business. Enter the total number of employees in the appropriate space, but enter \$0.00 in all fee boxes.

#### **Nonprofit Businesses**

License Fee: There are no Tukwila city fees for nonprofit businesses. Enter the total number of employees in the appropriate space, but enter \$0 in all fee boxes.

#### Section C:

If you do not have a physical location inside Tukwila, city limits, but transact business within Tukwila, complete Section C. Also, use Section C to request a license for other cities to which you will travel to do business, but are not physically located there.

*If your business is physically located inside city limits, complete Sections A and B.*

**General Businesses**

License fee: The license for a business operating in this city, but based outside this city, is determined by gross annual income earned within this city's limits:

<b>NON-RESIDENT FEE CALCULATION</b>	
<b>Reported Gross Income</b>	<b>License Fee</b>
\$0 through \$2,000	No fee
Above \$2,000	\$100

**Fee-Exempt Businesses**

License Fee: There are no fees for fee-exempt businesses. Enter the total number of employees in the appropriate space, but enter \$0 in all fee boxes.

**Nonprofit Businesses**

License Fee: There are no Tukwila city fees for nonprofit businesses. Enter the total number of employees in the appropriate space, but enter \$0 in all fee boxes.

**Additional information:**

For more information, contact:

City of Tukwila

6200 Southcenter Boulevard

Tukwila, WA 98100

Ph: 206-433-1835