



## **Application Instructions for a NEW Pawnshop or Secondhand Dealer**

### **STEP 1**

Obtain a development permit through Planning and Public Works (PPW). For information on this process and the fees please contact the PALS Development Center at (253) 798-3739. PCC 2.05.040-15

### **STEP 2**

- Submit PALS approval.
- Complete the business application.
- Fees are \$120 for secondhand dealers, \$600 for pawnshops. We accept check, money order, or cash.
- Submit in person or by mail to:  
Pierce County Auditor's Office  
Business Licensing  
2401 S. 35th Street, Room 200  
Tacoma, WA 98409  
(253) 798-7445

### **STEP 3**

You will receive a receipt and Sheriff Supplemental Application.

### **STEP 4**

Bring the receipt and Sheriff Supplemental Application for your background check and fingerprints to be processed at SouthSound 911.

- \$34.25 Background check fee
- \$10.00 Fingerprint fee

SouthSound 911  
945 Tacoma Ave South  
Tacoma WA 98402  
253-798-7441

Please Note: Set up your transaction report account with South Sound 911 before your first day of business. Shops should allow several weeks to work through the configuration and testing process. Failure to comply with the report requirements may result in a denial of your license.



## Application for a **NEW Pawnshop or Secondhand Dealer**

### Pierce County Code 5.12 and RCW 19.60

Pierce County law and State law govern the licensing of Pawnbrokers and Secondhand dealers. It is your responsibility to comply with and understand the Revised Code of Washington, Chapter 19.60 as well as Pierce County Code 5.12 and 2.05.040.

I hereby certify that the foregoing statements are true and correct to the best of my knowledge and belief. I have read and understand the Pierce County Code 5.12 and RCW 19.60 pertaining to the license for which I am applying.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

### OFFICIAL USE ONLY

Sheriff \_\_\_\_\_ Approval Attached  
\_\_\_\_\_ Denial Attached

### Applicant

\_\_\_\_\_  
Name

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Alternate Phone Number

\_\_\_\_\_  
Email Address

### Business

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

\_\_\_\_\_  
DBA

\_\_\_\_\_  
UBI #

\_\_\_\_\_  
Business Location

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Estimated Square Footage of the Business

\_\_\_\_\_  
Brief Description of the Business

NOTE: If this business is a corporation, attach a separate sheet listing every officer and their home address.

Will the business display or sell sexually-explicit items?

\_\_\_\_\_ Yes

\_\_\_\_\_ No