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Lake Forest Park, WA 98155  
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[www.cityoflfp.com](http://www.cityoflfp.com)



*Mayor*  
Jeff R. Johnson

Please find enclosed a business license application for the City of Lake Forest Park. A business license is required for businesses located in or doing business in the city.

Contractors applying for a permit from our Planning & Building department must have an active business license. A business license application may be submitted concurrently with a permit application. A business license will be issued, in most cases, within 1-3 business days. The Business License fee schedule is as follows:

Businesses Located in LFP	\$40.00
Businesses Located Outside LFP	\$80.00
Secondhand Dealers located in LFP	\$70.00

Business Licenses are issued for the calendar year – January through December.

A business B&O tax form is required to be completed by businesses on a quarterly basis. The tax rate is two tenths of one percent (.002) of gross sales.

The enclosed information sheet regarding business license and tax collection provides additional information regarding doing business in Lake Forest Park. If you have further questions, please feel free to contact me by phone or email listed below.

Thank you.

Samantha Schindele  
Finance Clerk  
(206) 957-2808  
[tax@cityoflfp.com](mailto:tax@cityoflfp.com)

Enclosures



City of Lake Forest Park  
17425 Ballinger Way NE  
Lake Forest Park, WA 98155  
(206) 368-5440 (206) 957-2830 (FAX)

## BUSINESS LICENSE AND TAX INFORMATION

### **Business License**

1. All businesses located or doing business in Lake Forest Park must be licensed by the city. A completed business license application with applicable fee shall be submitted for processing. Applications can be submitted in person at city hall, by mail, email or online through **FileLocal**. Paper forms can be obtained at City Hall or the City's website([www.cityoflfp.com](http://www.cityoflfp.com)). Once approved, the license will be mailed to the business owner for display at the business location (LFP Municipal Code, 5.02.050).
2. Businesses located at a residential-zoned address must submit a Home Occupation Application with the Business License Application. Home Occupation applications are subject to review by the Planning Department. All businesses must comply with the land use code governing the property where the business is located.
3. Tree contractors must submit a signed "Statement of Canopy Preservation and Enhancement Acknowledgement" form with the Business License Application.
4. Any business located outside of the city and with annual gross proceeds equal to or less than \$2,000 can apply for a no-fee license registration. Applications can be submitted in person at city hall, by mail, email, or online through **FileLocal**. Paper forms can be obtained at City Hall or the City's website([www.cityoflfp.com](http://www.cityoflfp.com)). The threshold does not apply to regulatory license requirements or activities that require a specialized permit.

### **Tax Returns**

1. Businesses located in LFP at a residential-zoned address may elect to pay taxes on an annual basis. All accounts default to quarterly reporting unless requested at the time of license application.
2. Business tax is two-tenths of one percent on gross proceeds. Tax returns can be submitted online through **FileLocal**, or, taxpayers can complete and return the tax forms which are mailed to the business owner by the City. Businesses that collect equal to or less than \$20,000.00 in taxable income for the calendar year, or equal to or less than \$5,000.00 per quarter shall not be required to pay business tax. (LFP Municipal Code, 5.04.030) ***Completed tax forms shall be submitted regardless of tax due.***
3. Quarterly tax returns are due one month after the end of each quarter. Annual tax returns are due by January 31<sup>st</sup> of each year.
4. LFP Municipal Code 5.04.090 lists authorized deductions from gross receipts.
5. Delinquent taxes will be turned over for collection. The business owner is responsible for any and all collection fees; attorney and legal fees.

### **Other**

1. State sales tax location code: 1717



City of Lake Forest Park  
17425 Ballinger Way NE  
Lake Forest Park, WA 98155-5556  
(206) 368-5440 FAX (206) 957-2830

# BUSINESS LICENSE APPLICATION

☐ APPLICATION FEE:  
☐ Businesses located in LFP \$40.00  
☐ Business located outside LFP \$80.00  
☐ Secondhand Dealer License \$70.00  
☐ Exempt (Registration Required)\* \_\_\_\_\_ (initial)  
Issued for Calendar Year Jan-Dec

Date received: \_\_\_\_\_

Receipt No. \_\_\_\_\_

ALL FIELDS ARE REQUIRED. INCOMPLETE APPLICATIONS WILL BE RETURNED

BUSINESS NAME: \_\_\_\_\_

BUSINESS LOCATION ADDRESS (CITY, STATE, ZIP) \_\_\_\_\_

LFP Commercial Property? ☐ Yes ☐ No

BUSINESS MAILING ADDRESS (IF DIFFERENT) (CITY, STATE, ZIP) \_\_\_\_\_

BUSINESS TELEPHONE NUMBER \_\_\_\_\_

OWNER/MANAGER NAME \_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMERGENCY CONTACT: NAME \_\_\_\_\_

TELEPHONE \_\_\_\_\_

TYPE OF BUSINESS \_\_\_\_\_

SOLE PROPRIETOR ☐

PARTNERSHIP ☐

CORPORATION ☐

PARTNERS OR CORPORATE OFFICER'S NAMES \_\_\_\_\_

WASHINGTON STATE UBI-16 # \_\_\_\_\_ Have you been previously licensed in Lake Forest Park /License #? \_\_\_\_\_

CONTRACTOR'S#. (required for all contractors) \_\_\_\_\_

***Please sign below and date for Application or Renewal. For Renewals, please update with any changes.***

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Local Lake Forest Park B&O Tax Rate: .002 % on gross sales over \$5,000.00 quarterly. Taxes that are delinquent will be turned over for collection. The business owner is responsible for any and all collection fees; attorney and legal fees.**

**\*Exempt from fee (see LFPMC 5.02.030 to verify your business is exempt). If gross sales exceed \$2,000 the business owner is responsible for payment of business license fee.**

**FOR HOME OCCUPATION BUSINESS PLEASE COMPLETE SECOND FORM**

## APPROVAL/OFFICE USE ONLY

Copy to KCFD? \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_

Building Dept. \_\_\_\_\_ Planning/Permitting: \_\_\_\_\_

APPROVED LICENSE NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_ Approval: \_\_\_\_\_

L&I WC WSDOR DATE: \_\_\_\_\_

cc: Planning Dept (Date): \_\_\_\_\_ Building Dept (Date): \_\_\_\_\_



City of Lake Forest Park  
17425 Ballinger Way NE  
Lake Forest Park, WA 98155  
206-368-5440

## HOME OCCUPATION APPLICATION

Home occupations are regulated by Lake Forest Park Municipal Code and must be approved by the Planning Department.  
To apply for a Business License for a Home Occupation this form must be completed.  
Please contact the Planning Department for information on Day Care/Adult Day Care requirements

### A. General Information:

Owner of Record: \_\_\_\_\_ Owner's Phone Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Applicants Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Contact Address (if different than property owner): \_\_\_\_\_

### Please provide answers to the following questions:

1. How many square feet will be used in conjunction with the Home Occupation? \_\_\_\_\_

2. Description of Business: \_\_\_\_\_

3. Hours and Days of Operation: \_\_\_\_\_

4. Parking (Total number of off-street parking spaces : \_\_\_\_\_

*Note:* LFPMC 18.50.040 requires that 1 off-street parking space, in addition to that required by LFPMC 18.58.030 (two parking spaces for each single family dwelling, 1.5 parking spaces for each multifamily unit) will be available for each employee not residing on site. Parking spaces located in the driveway or in the garage can count as off-street parking spaces even if they are not actually usable.

5. Number of non-family members employed in the home occupation: \_\_\_\_\_

6. Number of Vehicles used by the home occupation that are stored on site: \_\_\_\_\_

### B. Compliance Certification (initial next to each item):

General Conditions (**initial** next to each item) as required by LFPMC 18.50.040

All home occupations shall be permitted uses of the residential dwelling and shall comply with the following conditions at all times:

\_\_\_\_\_ The home occupation will be carried on entirely within the main residence and will not occupy more than 500 square feet of the residence.

**See Other Side to Complete Application**

- \_\_\_\_\_ All activities related to the occupation will be conducted indoors, with the exception of those occupations related to plants and those uses specified under LFPMC 18.54 [day care].
- \_\_\_\_\_ No more than two persons other than members of the immediate family residing on the premises will operate or be employed in the home occupation.
- \_\_\_\_\_ The home occupation will not be conducted as a retail outlet for tangible goods. Goods will not be displayed or stored outside the residence of in a window.
- \_\_\_\_\_ The home occupation will not create traffic, noise, smoke, dust, vapors, odors, vibration, glare, electrical interference, fire hazard, and any other hazard or nuisance which is greater or more frequent than that commonly associated with the permitted uses in that zone.
- \_\_\_\_\_ One off-street parking space, in addition to that required (two parking spaces for each single family dwelling, 1.5 parking spaces for each multifamily unit) will be available for each employee not residing on site.
- \_\_\_\_\_ No more than one vehicle used by the home occupation will be stored on the property. The vehicle will be stored in an off-street parking space and not exceed a gross weight of 10,000 lbs.
- \_\_\_\_\_ The home occupation will not change the residential character of the home, including modifications of the site, which would suggest a use other than residential.
- \_\_\_\_\_ Signs advertising the home occupation will not be used.
- \_\_\_\_\_ The home occupation will require no more than two deliveries per day.
- \_\_\_\_\_ The home occupation will have a current City of Lake Forest Park business license.

**C. Signature Required**

I acknowledge that I have read and understand this application and the pertinent Home Occupation regulations, as stated in the *Compliance Certification* section of this application. I further agree if the application is approved; I will comply with all pertinent regulations and conditions of approval as set forth by the City of Lake Forest Park. I certify that the information provided in this application and the associated business license application is true and correct:

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**D. Approval/Denial (Office Use Only)**

<b><u>STAFF COMMENT BOX-DO NOT WRITE IN THIS AREA.</u></b>	
<b>Circle One:</b>	<div style="display: flex; justify-content: space-around;"><span><b>Approved</b></span><span><b>Denied</b></span></div>
<b>Comments:</b> _____ _____ _____	
<b>Signature of Responsible Official:</b> _____	
<b>Date Processed:</b> _____	