



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

## **Information Regarding Soliciting/Canvassing in Lake Forest Park**

**Solicitor's Permit Required** Any person engaged in commercial or business solicitation and/or canvassing, i.e., calling at residences without the previous consent of the occupant for purposes of soliciting orders, sales, subscriptions or business or commercial information, must have a valid registration certificate issued by the City of Lake Forest Park following approval of a Solicitor's Permit.

**Annual Fee** The annual fee for a solicitor's permit is \$100.00.

**Registration Certificate** Each solicitor or canvasser must carry a valid registration certificate issued by the City of Lake Forest Park while soliciting in the City. The solicitor must show the registration certificate to any police officer or any resident upon request when working in the City. The registration certificate is valid for 15 days and must be renewed upon expiration if certificate holder is still working in the City. There is no charge for the issuance or renewal of the registration certificate, following approval of the Solicitor's Permit.

**Limitations on times for soliciting/canvassing** Soliciting or canvassing is prohibited between the hours of 9 PM and 8 AM, without a prearranged appointment.

**Compliance with "No Soliciting" Signs** Soliciting or canvassing is prohibited at any residence with a posted No Soliciting sign on the premises.

**Violation—Penalty** Violation of any provision of this chapter is a civil infraction, and any person, firm or corporation found guilty thereof shall be punished by a fine not to exceed \$250.00 per violation. A separate civil infraction is committed on each day on which a violation occurs or continues.

### **EXEMPTIONS**

Officers or employees of the city, county, state or federal government are exempt when on official business.

Charitable, religious or nonprofit organizations or corporations which have received exempt status under 26 U.S.C. Section 501(c)(3), or other similar organizations, are exempt from these requirements. *Canvassers or solicitors for such organizations must comply with any posted No Soliciting signs.*

Candidates for political office, campaign workers, members and representatives of political committees or political organizations campaigning on behalf of ballot issues, distributors of sample ballots or other political literature and persons soliciting signatures of registered voters on petitions to be submitted to any governmental agency shall be exempt from these requirements.



**Annual Fee \$100.00**

**City of Lake Forest Park**  
17425 Ballinger Way NE  
Lake Forest Park, WA 98155-5556  
Phone 206/368-5440 Fax 206/364-6521

## **Solicitor/Canvass Permit Application**

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Business or Organization Represented: \_\_\_\_\_

Street/Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Company Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Product/Service: \_\_\_\_\_

Proposed method of solicitation/canvass: \_\_\_\_\_

**Lake Forest Park Business License:** \_\_\_\_\_

**State Tax Identification Number:** \_\_\_\_\_

**Name of solicitor** **Address/Phone Number**

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Office Use Only

For more information, contact the Office of the Vice President for Research and the Office of the Vice President for Student Affairs.

**Date Paid** \_\_\_\_\_ **Receipt** \_\_\_\_\_ **Solicitor Permit No.** \_\_\_\_\_

Page 1 of 1 Date: \_\_\_\_\_

*Approved* \_\_\_\_\_ *Date* \_\_\_\_\_  
*City Clerk*

**Copy to Police Department:**

Notes \_\_\_\_\_

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