

17425 Ballinger Way NE
Lake Forest Park, WA 98155
Telephone: 206-368-5440
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E-mail: cityhall@ci.lake-forest-park.wa.us
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

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). 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). 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 31st 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): _____