

17425 Ballinger Way NE
Lake Forest Park, WA 98155
Telephone: 206-368-5440
FAX: 206-364-6521
E-mail: cityhall@ci.lake-forest-park.wa.us
www.cityoflfp.com



Mayor
David R. Hutchinson

Please find enclosed a business license application form 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 building or mechanical permits must complete and submit the business license form along with the application fee. The business license will be issued within 2-3 weeks. The business license fee is \$20.00 annually based on the calendar year.

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 contact me.

Heidi Dunlap-Inglis
Accountant

Enclosures



City of Lake Forest Park
17425 Ballinger Way NE
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(206)368-5440 (206) 364-6521 (FAX)

BUSINESS LICENSE AND TAX COLLECTION INFORMATION

General

1. All businesses located or doing business in Lake Forest Park must be licensed. A business license application form must be completed and signed, along with the business license fee which is \$20.00 annually, based on the calendar year. After the application is processed, which takes up to two to three weeks, a license will be mailed to the business owner for display at the business location. (LFP Municipal Code, 5.04.190)
2. On a quarterly basis, a business tax of two tenths of one percent of the gross proceeds of the business is due and a tax return will be mailed to the business owner. Businesses collecting less than \$5,000.00 per quarter in taxable income, shall not be required to pay business tax. The signed return and the tax payment, if applicable, are due one month after the end of each quarter. (LFP Municipal Code 5.04.010-180, 230-240).
3. Deductions from the gross proceeds amount are allowed for the following: investment income, contributions, cash discounts, credit losses, excise taxes, interest on residential property, interest on farm loans, and items allowed as deductions for state B&O taxes for financial businesses (banks, loan companies, investment companies) only. (LFP Municipal Code 5.04.170)
4. All businesses, including Home Occupation Businesses, must comply with the land use code governing the property where the business is located. Home Occupation applications are subject to review by the Planning Department.
5. When reporting state sales tax, please make sure to use location code 1717 for the City of Lake Forest Park.
6. 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.

Annual Business Tax Returns

1. Businesses located in LFP at a residential-zoned address may elect to pay taxes on an annual basis. A business tax of two-tenths of one percent of the gross proceeds of the business is due, and a tax return will be mailed to the business owner.
2. Businesses which collect less than \$20,000.00 in taxable income for the year, or less than \$5,000.00 per quarter shall not be required to pay business tax.
3. Businesses choosing the annual reporting option must notify the city or they will be considered quarterly-reporting businesses and will be required to submit quarterly returns and payments.
4. The annual tax return will be mailed on or about January 1st of each year to businesses choosing the annual return option. The return and tax payment, if applicable, is due by January 31st of each year.
5. Businesses converting from quarterly to annual status during the year will be credited for any payments made during the year.



BUSINESS LICENSE APPLICATION

APPLICATION FEE: \$20.00

Date received: _____

Receipt No. _____

City of Lake Forest Park
17425 Ballinger Way NE
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(206) 368-5440 FAX (206) 364-6521

BUSINESS NAME

LICENSE NUMBER (if any)

BUSINESS LOCATION ADDRESS (CITY, STATE, ZIP) (REQUIRED)

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

BUSINESS TELEPHONE NUMBER

OWNER/MANAGER NAME

TELEPHONE

EMERGENCY CONTACT: NAME

TELEPHONE

TYPE OF BUSINESS (required)

SOLE PROPRIETOR

PARTNERSHIP

CORPORATION

PARTNERS OR CORPORATE OFFICER'S NAMES

WASHINGTON STATE UBI NO. (REQUIRED)

IF TAKING OVER A BUSINESS
PREVIOUS OWNER'S NAME

PREVIOUS LICENSE NO.

CONTRACTOR'S NO. (required for all contractors)

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

Signature

Title

Date

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.

FOR HOME OCCUPATION BUSINESS PLEASE COMPLETE THE SECTION BELOW:

Residence total square feet: _____

Home occupation square feet and percent of residence floor area: _____

Explain activity of business in home: _____

Number of employees, traffic pattern, etc.: _____

APPROVAL/OFFICE USE ONLY

CONDITIONAL USE PERMIT NUMBER: _____ ZONING DISTRICT: _____

APPROVED LICENSE NUMBER: _____ DATE: _____ Receipt # _____ Building Dept. _____