



**Business License**  
**City of Bonners Ferry-**  
**BUSINESS LICENSE AND**  
**LOT PERMIT**  
 PO BOX 149,  
 BONNERS FERRY, IDAHO  
 83805  
 PHONE: 208-267-3105

**Office Use Only**

DATE RECEIVED:

BUSINESS/VENDOR LICENSE # \_\_\_\_\_

**Office Use Only: Comments/Conditions:**

**BUSINESS LICENSE FORM**

*Please be advised that a Business License are required under Bonners Ferry City Code (BFCC) 3-1-3 and must be obtained if ownership in the business changes or if the location of the business changes and Business licenses shall be renewed annually, per BFCC 3-1-7.*

**BUSINESS NAME:** \_\_\_\_\_ **DBA:** \_\_\_\_\_

**OWNERS NAME:** \_\_\_\_\_

**TYPE OF BUSINESS: (DESCRIBE)** \_\_\_\_\_

**BUSINESS LOCATION: (PHYSICAL ADDRESS OR DESCRIPTION)** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**If your business does not do retail, please mark here:** \_\_\_\_\_

OWNERSHIP TYPE (please check one):

- Retail       Wholesale       Manufacturing
- Contractor       Services       Tax Exempt

DO YOU OWN OR LEASE THE PROPERTY?    \_\_\_\_\_ OWN    \_\_\_\_\_ LEASE

Have you had a business license before?    \_\_\_\_\_ YES    \_\_\_\_\_ NO

IF YES, please list the previous business license name and start date \_\_\_\_\_

New Business License Fee 50.00 \_\_\_\_\_ Renewal 25.00 \_\_\_\_\_

**\*\*Business Licenses must be renewed annually per City Ordinance 538**

**\*\*\*Please sign and date the back page as it is part of the Business License.**

**LOCAL OPTION TAX (LOT) PERMIT**

**\*\*\*\*Even if you do not have Retail Sales, please sign, and date the LOT form and remit with your Business License\*\*\*\***

When is your business required by the ISTC to report and/or remit sales tax?

Monthly

Quarterly

Annual

In accordance with Bonners Ferry City Code, Title 3, Chapter 8, any business in which retail sales are conducted are subject to paying a 1% tax in addition to Idaho State Sales tax and shall remit back to the city in accordance with the laws set forth in such chapter. Please acknowledge below by checking that you've read and understand the laws around the 1% non-property tax. Once you have acknowledged and signed the application, the city will review and issue your permit.

Initial \_\_\_\_\_ I acknowledge that I do conduct sales associated with my business which is subject to the 1% non-property tax and understand as such, that I will comply with the law surrounding this tax.

\*\*\*A copy of the enacting ordinance can be located on the city website or by requesting a copy from city hall.

Initial \_\_\_\_\_ The 1% non-property tax voucher and payment is due to the city by the 20<sup>th</sup> of the following month in which I have conducted sales. For example, sales tax is due to the city on the 20<sup>th</sup> of May, for all sales completed in the month of April. This is only waived if the business owner can produce an ISTC authorized quarterly or annual reporting allowance.

Initial \_\_\_\_\_ Even if I did not conduct any sales during the previous month, I must file with the city a voucher noting no sales were conducted.

Initial \_\_\_\_\_ Failure to produce such documentation or payment of tax is subject to enforcement action taken by the city for said owed tax and may result in business permits/licenses revocation by the city and fines and fees being assessed upon me or my business.

Initial \_\_\_\_\_ As part of my conduct of business within the city limits authorization, I agree to maintain current and proper permit and licenses and agree to comply with all city laws in effect at the time of my permit.

*I, the undersign, do hereby swear the above information is true and correct, to the best of my knowledge and that I am authorized to sign on behalf of the established business for which I am applying for.*

**Authorized Signature**

You can Find the Payment Portal at the link listed below:

<https://www.municipalonlinepayments.com/bonnersferryid>

To submit electronically send to: [lt Tyler@bonnersferry.id.gov](mailto:lt Tyler@bonnersferry.id.gov)