



**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 # _____

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

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 second 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 20th of the following month in which I have conducted sales. For example, sales tax is due to the city on the 20th 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: ltylet@bonnersferry.id.gov