

TAXES

The City of Lacey collects a Business and Occupation Tax each quarter based on the businesses' gross income for that period. The rates are: retail .001; services .002; professional services .002; and printing and publishing .001.

Any person, firm, or corporation conducting business within the City of Lacey is required to collect Washington State sales tax and remit the same to the State of Washington Department of Revenue. Lacey's sales tax number is 3402.

INFORMATION

For more information:

City of Lacey Finance Department
(360) 491-3212

Washington State Department of
Revenue, Information Center
(360) 647-7706

Washington State Department of
Licensing, Business License
(360) 664-1400

CHANGE OF ADDRESS

When a business changes address, a representative should call City Hall and inform the Business Registration Clerk of the change.

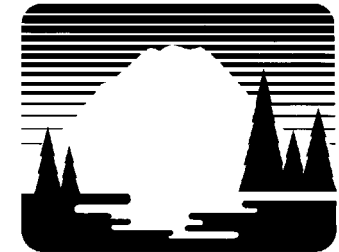
If you moved your business or received a new state tax number, file a new business registration form. If you have not moved or relocated your business, but changed your mailing address for mailing purposes, report that change so your file can be updated.

CONSIDERING REMODELING?

When remodeling, you should check with City of Lacey Building Department, (360) 491-5642, for any inspections or permits that may be needed. This may save you time and money.

*City of Lacey
420 College Street SE
Lacey, WA 98503
(360) 491-3212*

NEW BUSINESS REGISTRATION



**CITY
OF LACEY**

WHO NEEDS IT

If your business is relocating, remodeling, moving into the city limits or doing business transactions in Lacey, then this pamphlet will help you understand and fulfill all necessary requirements. We welcome your business and wish you a successful undertaking.

NEW BUSINESS REGISTRATION

Every business operating in the City of Lacey must be registered with the City. This includes in-home businesses, in-city businesses (owned and operated in the city), out-of-city businesses that have business transactions in Lacey, and temporary businesses (fruit stands, fireworks stands or any type of a mobile unit).

A business registration application may be obtained from the front desk at City Hall. It requires ten working days to issue the registration certificate after an application has been filed. Some businesses may also need a special license along with the registration certificate. Following are the steps required before a certification can be issued:

Step 1. Complete a business registration application form and submit it to the Finance Department with the appropriate fee. The fees are as follows:

In-city business	\$25.00
Home occupation	\$25.00
Out-of-city	\$10.00
Temporary	\$50.00
Home day care	\$25.00
Day care center	\$25.00

Step 2. When filing a registration application, an applicant must also apply for any special licenses required for their business. This step includes filing insurance and surety bond with the special license application if the business registration requires them.

Below is a list of the businesses that require a special license, surety bond, and insurance. The appropriate fee must be submitted with the application.

<u>SPECIAL LICENSE</u>	
Pawn Broker	Music Machines
Secondhand Dealer	Auctions/Carnivals
Games of Skill	Tow Truck/Wrecker
Taxi Cab Service	Pet Shops
Solicitors	
<u>SURETY BONDS</u>	<u>INSURANCE</u>
Solicitor	Taxi Cab Service
Carnival	Tow Truck/Wrecker

Step 3. The Police, Building, and Fire Departments review each application. The police review to determine if the business would be harmful to public interest (and/or committing fraudulent deals with the public). The Building Inspector or City Planner determine if the business is an appropriate use within the zoning district. The Fire Department checks that all safety standards and fire codes are upheld.

Step 4. Any certification required from any other governmental agency must be supplied upon request. For example, the Health Department requires all businesses dealing in food services to obtain a health certificate.*

Step 5. If the business complies with the previous steps, a registration certificate is issued. Certificates are renewed annually provided Business and Occupation taxes are current.