

Business License Frequently Asked Questions (FAQ)

Why does the City have a business license program?

Business licenses are required and restrictions imposed by the Oregon City Municipal Code ([OCMC 5.04](#)). These codes were enacted to ensure the public's interest by regulating businesses to make sure they comply with applicable laws and ordinances, and conduct themselves in a manner that does not detract from the public health, safety, and welfare. The City administers this program, monitors compliance, and conducts enforcement as necessary.

Who needs a City of Oregon City business license?

Unless specifically exempted by State law or ([OCMC 5.04.030](#)), Oregon City Municipal Code requires anyone who conducts business within the City of Oregon City to have a business license. Nonprofit organizations with proof of 501 (C)(3) status are required to obtain a business license but no license fee will be charged.

Business Name must be registered with the [Oregon Secretary of State](#)(link is external).

How soon does a NEW business need to apply for a business license?

The [business license application](#)(link is external) for a new business should be **received thirty (30) days before the business opens**. Penalties may apply if these timeframes are not met.

Where does a person go to apply for a business license?

Please apply [online](#)(link is external), Visit the City of Oregon City's [Business License web page](#) for detailed instructions on how to apply. For more Information, please contact Business Licensing at [503-496-1519](#).

How much will it cost? The Oregon City Commission approves all changes to the Business Licensing structure. [View the Business License Fees](#).

Does that include working out of a home?

Yes. Once the proposed business (home occupation) complies with City zoning codes, it would need a business license.

What about for door-to-door solicitation?

Solicitation for any purposes, e.g., for-profit business, non-profit organization, charitable entity, or political candidate or measure, must be conducted in accordance with ([OCMC 5.16](#)).

What if the business is only temporary?

Temporary Business licenses are issued for a 2-week period. There shall be no limit on the number of temporary business licenses issued. The cost of such licenses shall be established by resolution.

Business License Frequently Asked Questions (FAQ) - continued

What about special events?

An event may be considered a “Special Event” requiring a Public Works [Special Event Permit](#) if any of the following apply:

- Gatherings/events that involve large groups of people impacting the right-of-way
- Advertised to the public and do not occur regularly on a site
- Cause impact to or use City streets (including curb or parking lane), sidewalks and/or public rights-of-way
- Cause impact to a public parking lot

What about the Farmers Market?

Only the primary organizer is required to obtain a business license. Vendors registered with organizers of events held in the public right of way are exempt from business license requirements.

What about Contractors?

Contractors who have an Active Metro license and whose project is less than \$250,000, are exempt from business license requirements. ([What is Metro? | Metro](#)[\(link is external\)](#))

How long is the business license good for?

Business licenses are renewed annually. New business licenses are prorated based on the remaining months in the year. Thereafter, the renewal period is from December 1st to January 31st.

What if a business has more than one location?

If a business has multiple locations, each location must have a separate business license.

What if a business is not in the city limits?

Businesses and solicitors with no fixed place of business within the city limits, operating within the legal boundaries of Oregon City must obtain a business license. No person shall carry on any business within the city without first obtaining a license. Only businesses that are located within the city limits are considered ‘In-City’.