



Creating a New Business License Online



If you have a login, click the “Log In” option. If not, register.



Permits | Licensing | Inspections

Citizen Self Service Portal

[Login or Register](#) 

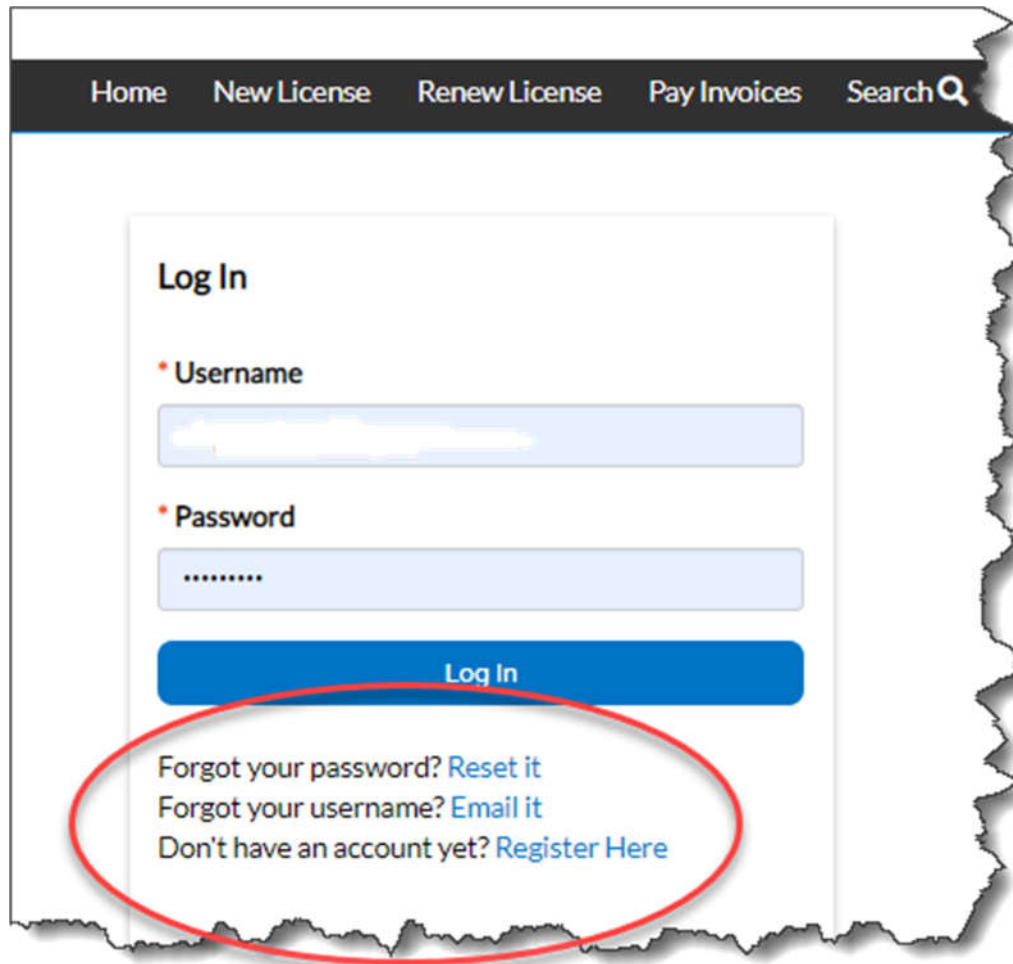
Apply ▾ Home Today's Inspections Map City Website Search  Calendar 

We have upgraded our authentication security to allow more login options for you to use. With this upgrade you will be forwarded to our new authentication service.

If you're being sent to this new authentication for the first time, be sure to **re-register with the same email address** you have used for this site previously.

Welcome to Oregon City's Online Permitting and Licensing Portal

If you have a login and forgot what it is or forgot the password, use the email or reset options. You must have access to the email address you used when you originally signed up. If you don't, you will not be able to click the retrieval link. If you're unsure of the email address you used, you can try to register with the email you'd like to use. If you've already used that email address, the system will let you know it's in use.



The image shows a web application interface with a dark navigation bar at the top containing links for Home, New License, Renew License, Pay Invoices, and a Search icon. Below the navigation bar is a white login form titled "Log In". The form contains two input fields: "Username" and "Password", both marked with a red asterisk. Below the password field is a blue "Log In" button. At the bottom of the form, there are three links: "Forgot your password? Reset it", "Forgot your username? Email it", and "Don't have an account yet? Register Here". A red circle is drawn around these three links.

Home New License Renew License Pay Invoices Search

Log In


* Username

* Password

Log In


Forgot your password? [Reset it](#)
Forgot your username? [Email it](#)
Don't have an account yet? [Register Here](#)

Click on “Apply” at the top, then and choose from the drop-down license categories, or click on ‘All’ to view all options:



Citizen Self Service Portal

[Dashboard](#) [Apply ▼](#) [Home](#) [My Work](#) [Today's Inspections](#) [Map](#) [City Website](#) [Search 🔍](#) [Calendar 0](#)

 **LICENSE**



- › Business - General - in City
- › Business - General - out of City
- › Business - Nonprofit
- › Business - Home Based
- › Business - Home Based - Adult Care
- › All (12)

Select your business category from the list of options and click the “Apply” button next to it.

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Citizen Self Service Portal

[Login or Register](#) 

Apply ▾ Home Today's Inspections Map City Website Search  Calendar 

Application Assistant



 All

 Trending

 LICENSE

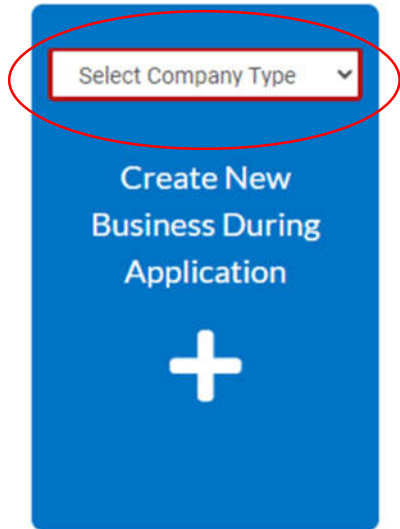
> Show Categories

Business - General - in City		Apply
Category Name:	Description:	
Business License	Annual business license for a business located within the City.	
Business - General - out of City		Apply
Category Name:	Description:	
Business License	An Out of City License is required for persons and entities whose physical plants or facilities are located outside of the City, but use City streets or facilities to offer services or materials to the public within the City (for example, a bakery truck delivering wares originating from outside the City but delivered within the City to the public and other retailers).	
Business - Home Based		Apply
Category Name:	Description:	
Business License	Annual business license for a business located in a dwelling unit in which one or more of its members reside.	

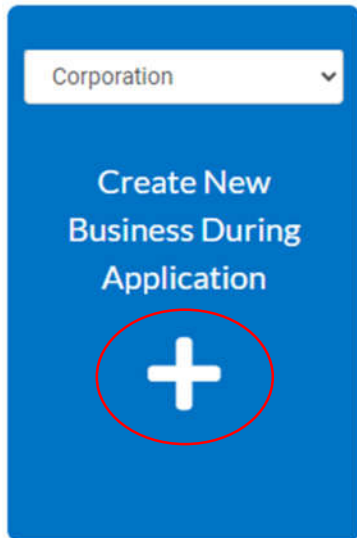
On this page, select your company type. 'Corporation' is for any LLC's or Corporations, 'General' is for all other business.

If you are applying for a license because you have moved, have changed ownership, or are changing your company type, do not select an existing company if you see one on this screen. If you select an existing company, it will pull in all of the information specific to the old record and you won't be able to make any changes to it.

Create a new business by using the dropdown in the blue tile to select the company type:



Click the plus on the same blue tile (you can see it saved your Company Type):



In the next screen, you'll be adding the location. If you're inside the City limits, you can use the Search tool on the *next* page:

[Dashboard](#) [Apply ▾](#) [Home](#) [My Work](#) [Today's Inspections](#) [Map](#) [City Website](#) [Search 🔍](#) [Calendar 0](#)

Apply for License - Business - General - in City

*REQUIRED

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Locations

Type

Contacts

More Info

Attachments

Signature

Review and Submit

LOCATIONS

Location ▾

Add Location

+

REQUIRED

Add the location by clicking on the "+"

Create Template

Save Draft

Next

Enter the address in the search field and click on the magnifying glass. Once you have the list of options, you'll need to select the checkbox next to the correct address and add it:

The image consists of two screenshots of a web application interface. The left screenshot shows the 'Add Address As' section with a 'Location' dropdown menu. Below it, there are two tabs: 'SEARCH' (highlighted with an orange underline) and 'ENTER MANUALLY'. Under the 'SEARCH' tab, there is a search bar labeled 'Address & Parcel Search' with a magnifying glass icon. A red oval highlights this search bar. Below the search bar, there is a button labeled 'Use current location' with a circled 'A' icon. The right screenshot shows the search results for '625 CENTER ST'. The search bar contains the text '625 CENTER ST' and a magnifying glass icon. Below the search bar, there is a 'Select All' button and an 'Add' button (highlighted with a red oval). Below these buttons, there is a list of search results. The first result is '625 CENTER ST' with a checkbox (highlighted with a red oval) next to it. The details for this result are: 'Parcel: 2-2E-31AB-01100' and 'Owner: CITY OF OREGON CITY URBAN RENEWAL AGENCY'.

If the address doesn't come up, or you're outside the city limits, you'll need to add it manually (see next page for this). *Please be sure you include the full address (including suite numbers, city, state, and zip).*

Manual entry requires you to fill in the following fields. If it's a mailing address, please be sure the 'Add Address As' dropdown indicates a mailing address.

(You will not have to fill in this form if you are able to use the address search.)

Add Address As Location ▾

SEARCH ENTER MANUALLY

Enter Manually

Country Type	US ▾
Enter Address	<input type="text" value="Search Addresses"/>
House Number	<input type="text" value="625"/>
Pre Direction	▾
Street Name	<input type="text" value="CENTER"/>
Street Type	ST ▾
Post Direction	▾
Unit Or Suite	<input type="text"/>
City	<input type="text" value="OREGON CITY"/>
State	OR ▾
Zip Code	<input type="text" value="97045"/>
County	<input type="text"/>

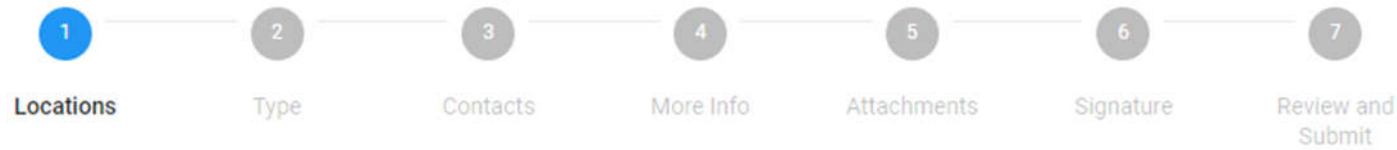
Save

If you have a mailing address that differs from the physical location of your business, you will need to add it to ensure your mail goes to the correct address.

You will be able to see both addresses, and that one is a location and one is a mailing address. Be sure the “Main Address” box is checked on the Location address:

Apply for License - Business - General - in City

*REQUIRED



LOCATIONS

Type: Location 625 CENTER ST Main Address <input checked="" type="checkbox"/> Parcel Number 2-2E-31AB-01100 Main Parcel <input checked="" type="checkbox"/> Remove	Type: Mailing US PO Box 123 Center St, Oregon City, OR , 97045 Main Address <input type="checkbox"/> Remove
--	--

Create Template

Save Draft

Next

Click Next

Some of the required information is pre-filled (greyed-out areas) from previous entries you've made. This info is not changeable. Fill in all required fields (it is not necessary to enter the business description—it will require it later—and it's not needed until the required section later).

You will need to select an industry classification. Sometimes, the easiest way is to put a keyword in the search box. If we find there is a different classification and/or multiple classifications that better suit your business type (based upon the description you'll enter later), we may correct it during the review process. Please do your best to select the most accurate option.

BUSINESS DETAILS

* Company Type	Corporation
* Company Name	TEST ACCOUNT
Business Description	
DBA	
* Location	In City ▼
TIN	
Tax ID	12-3456789

* Industry Classification(s) [Select Industry Classification](#)

LICENSE DETAILS

* License Type	Business - General - In City ▼
* Description	

Add Industry Classification(s)

Search Category

If you've done a search, or you've searched by category/subcategory and found the appropriate classification, click the "Select" box and then click the "Add Selected" button:

[Back to Application](#)

Add Industry Classification(s)

Search Category

Select	Code Number	Name	Category
<input type="checkbox"/>	5500	RETAIL-AUTO DEALERS & GASOLINE STATIONS	Oregon City, OR
<input type="checkbox"/>	5530	RETAIL AUTO & HOME SUPPLY STORES	Oregon City, OR
<input type="checkbox"/>	5590	RETAIL MISC AUTOMOTIVE DEALERS	Oregon City, OR
<input type="checkbox"/>	7510	SERVICES-AUTO RENTAL & LEASING (NO DRIVERS)	Oregon City, OR
<input type="checkbox"/>	7520	AUTOMOBILE PARKING	Oregon City, OR
<input checked="" type="checkbox"/>	7530	AUTO REPAIR SHOPS	Oregon City, OR
<input type="checkbox"/>	7540	OTHER AUTOMOTIVE SERVICES	Oregon City, OR

Results per page 1 - 7 of 7 << < 1 > >>

In this example, I'm searching by 'Auto' and choosing the best option for my business.

You'll end up back at the previous screen. Enter your Business Description, then click "Next".

Apply for License - Business - General - in City *REQUIRED

1 2 3 4 5 6 7

Locations Type Contacts More Info Attachments Signature Review and Submit

BUSINESS DETAILS

* Company Type

* Company Name

Business Description

DBA

* Location

TIN

Tax ID

* Industry Classification(s) [Select Industry Classification](#)

Main	Classification	Remove
<input checked="" type="checkbox"/>	7530 - AUTO REPAIR SHOPS	Remove

LICENSE DETAILS

* License Type

* Description

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Add a contact by clicking the + on the blue tile. All business licenses need an Applicant, so it has already been selected from the dropdown:

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Apply for License - Business - General - in City

*REQUIRED

✓

✓

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7

Locations

Type

Contacts

More Info

Attachments


Signature

Review and Submit

CONTACTS

- Please provide the applicant and the business owner contact.
- You are able to use the same contact twice if both apply.
- Please search for an existing contact before adding one manually.
- You can add additional contacts such as property owner or manager using the dropdown selection on the last field.

Applicant




(You)

625 Center St, Oregon City,
OR, 97045

Business Owner


Add Contact



REQUIRED

Applicant ▾

Add Contact



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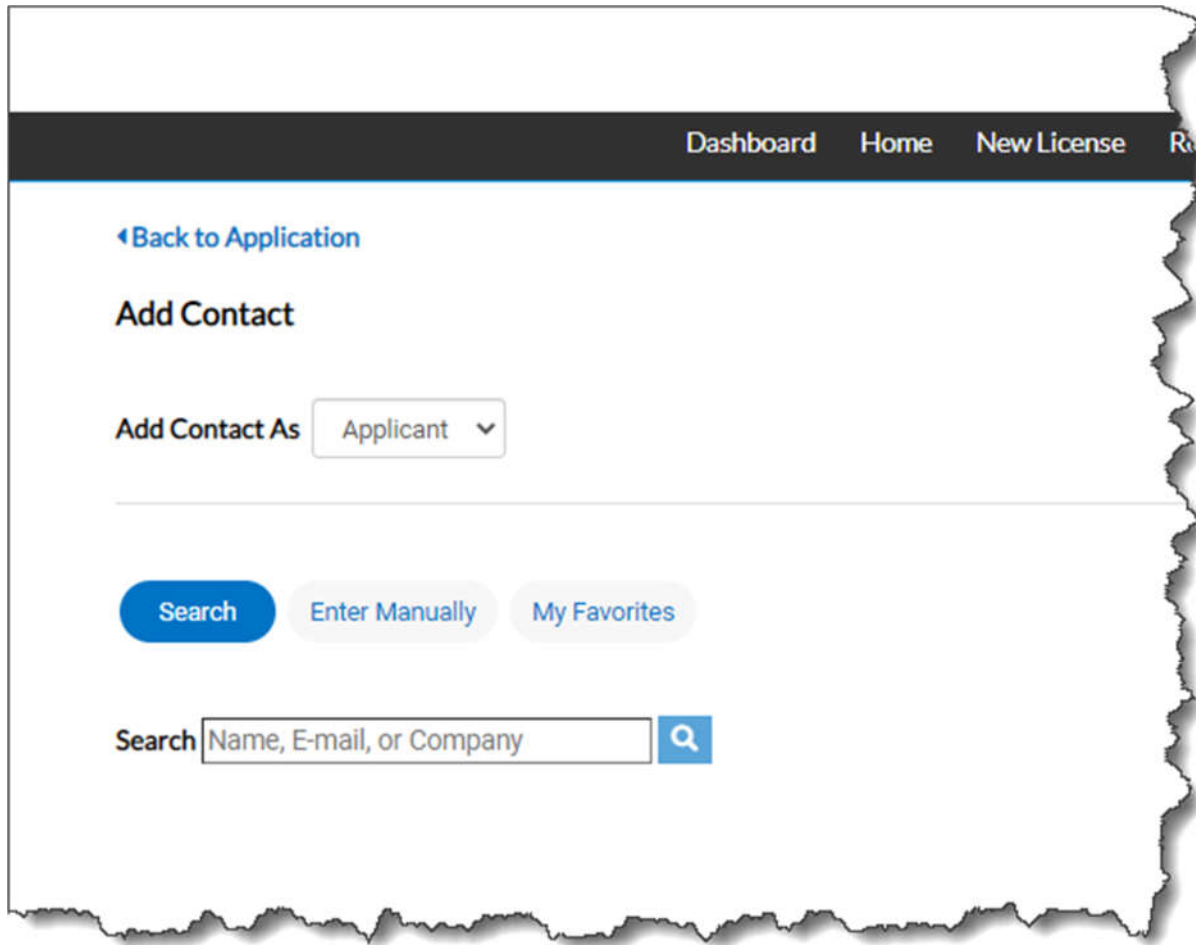
Next

“Click Next”.

If you have been the contact on a previous business, you may be able to find your contact in our system by searching on the next page after clicking on the “+”. If you find yourself, select the existing contact. **If the existing contact has a different address linked to it, do not use it. Enter a new contact manually.**

Please put *your* name, email address and phone number on the contact (as opposed to the business owner). This is so we have contact information that pertains to the person who has filled out the application and who can answer questions if any arise. It does not personally obligate you to the business. If you wish to also create a contact for the owner, you can create an additional contact, but please be sure one of the contacts you use/create is your own if you are not the Owner.

Any address you put on the contact should be the business address, not your personal address (unless your business is at your place of residence).

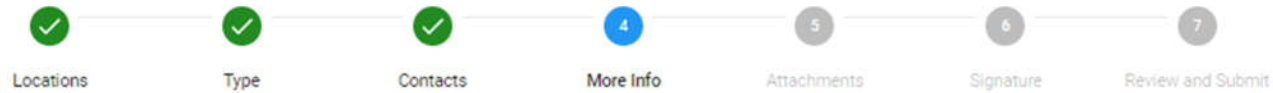
The image shows a screenshot of a web application interface, presented as a torn piece of paper. At the top, a dark navigation bar contains the links 'Dashboard', 'Home', 'New License', and 'R'. Below this, a blue link 'Back to Application' is visible. The main heading is 'Add Contact'. Underneath, there is a label 'Add Contact As' followed by a dropdown menu currently showing 'Applicant'. A horizontal line separates this from a row of three buttons: 'Search' (blue), 'Enter Manually' (light blue), and 'My Favorites' (light blue). Below the buttons is a search section with the label 'Search' and a text input field containing the placeholder 'Name, E-mail, or Company'. A blue magnifying glass icon is positioned to the right of the input field.

In the next section, please read through and answer all questions *that pertain to your business*. Some are required, others are for specific types of businesses (restaurants, salons, etc).

On this page, if you don't know the zoning of your property, choose 'Unknown' from the drop down menu.

Apply for License - Business - General - in City

*REQUIRED



MORE INFO

Before submitting an application for a business license, please contact Community Development at (503) 722-3789 to verify that your business is a permitted use within the zone you are located in. To determine the zoning of the property where the business is located, visit <https://www.orcity.org/maps/what-zone-am-i>.

When figuring the number of employees, please include all persons involved in your business, including owners, officers, employees and others operating within the City Limits of Oregon City.

General

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*Number of Employees

*Hours of Operation

Zoning of property where business is located:

*Is the business a permitted use within the zone?

*Do you store any hazardous materials on your site?

If YES, list hazardous materials:

*Does the business have a sign in the Right of Way?

Additional fees apply for a sign in the Right of Way.

*Does business comply with Recycling Requirements?

Demographics

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Voluntary Demographics Information: The City of Oregon supports local businesses to grow and to be more resilient. Your response is optional but answering helps us to secure resources to support your business.

What is the gender of the owner?

In what year did you start your business?

What is the race/ethnicity of the owner?

<input type="checkbox"/>	Asian or Asian American
<input type="checkbox"/>	Black or African American
<input type="checkbox"/>	Native Hawaiian or Pacific Islander
<input type="checkbox"/>	White
<input type="checkbox"/>	Hispanic or Latino origin
<input type="checkbox"/>	Non-Hispanic or Latino origin
<input type="checkbox"/>	Multiple Races
<input type="checkbox"/>	Other (See Below)
<input type="checkbox"/>	Prefer Not to Say

If other, please describe:

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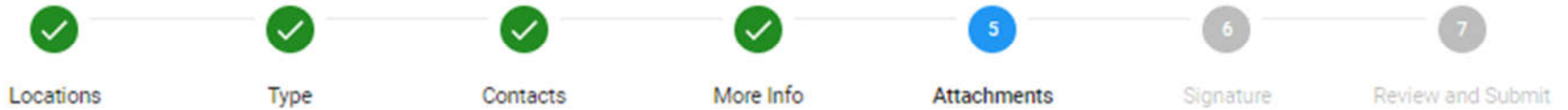
[Next](#)

If you are applying for a type of license that requires additional documentation (i.e. contractor who is required to have a CCB license) you are required to attach those additional documents. You may take a clear image of the document and upload it on this page.

If not, please click “Next”.

Apply for License - Business - General - in City

*REQUIRED



Attachments

click or drag files

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...

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Signature page – If you are ready to submit the application, you need to sign it:

Apply for License - Business - General - in City

*REQUIRED



SIGNATURE

Completion of this application does not imply business license approval. The business may not begin until the business license and all necessary permits, signs and inspections are approved by the City.

No person shall carry on any business within the City without first obtaining a license (OCMC 5.04.060). Businesses operating in the City must comply with all building, zoning, signage, fire and police, hazardous materials, and recycling requirements.

DELINQUENCY CHARGES: License renewal fees received after 5PM on JANUARY 31 will be assessed DELINQUENT FEES as follows: \$130 per month beginning February 1st, with a cap of \$500 (for existing business license accounts).

By applying for or renewing this business license, I attest that all provided information in this application is correct and the business is in compliance with all applicable Oregon City regulations.

* Please type your name as consent to electronically sign this application.

Test Account (Applicant's Name)

Enable Type Signature ☐

Jenn Hummel
November, 05 2024

Clear

Back

Create Template

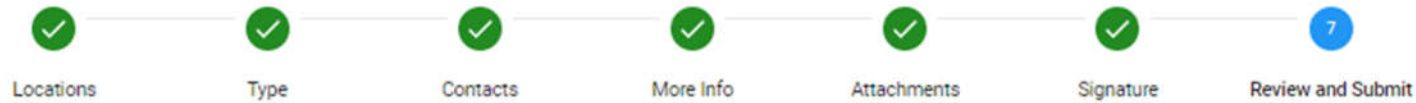
Save Draft

Next

After clicking 'Next', you will Review and Submit:

Apply for License - Business - General - in City

*REQUIRED



Submit

Locations

Location	625 CENTER ST
Parcel Number	2-2E-31AB-01100
Mailing	PO Box 123 Center St, Oregon City, OR, , 97045

Basic Info

Company Name	TEST ACCOUNT
Company Type	Corporation
Business Description	
DBA	
Location	In City
Tax ID	12-3456789
License Type	Business - General - in City
Description	Auto Repair Shop
Industry Classification(s)	7530 - AUTO REPAIR SHOPS
Applied Date	11/05/2024

Does the business have a sign in the
Right of Way? No

Additional fees apply for a sign in the Right of Way.

Does business comply with
Recycling Requirements? Yes

Demographics

[Previous Section](#) | [Top](#) | [Main Menu](#)

Voluntary Demographics Information: The City of Oregon supports local businesses to grow and to be more resilient. Your response is optional but answering helps us to secure resources to support your business.

What is the gender of the owner?

In what year did you start your
business?

What is the race/ethnicity of the
owner?

<input type="checkbox"/>	Asian or Asian American
<input type="checkbox"/>	Black or African American
<input type="checkbox"/>	Native Hawaiian or Pacific Islander
<input type="checkbox"/>	White
<input type="checkbox"/>	Hispanic or Latino origin
<input type="checkbox"/>	Non-Hispanic or Latino origin
<input type="checkbox"/>	Multiple Races
<input type="checkbox"/>	Other (See Below)
<input type="checkbox"/>	Prefer Not to Say

If other, please describe:

Attachments

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[Submit](#)

The next screen looks like this.

[Dashboard](#) [Apply](#) [Home](#) [My Work](#) [Today's Inspections](#) [Map](#) [City Website](#) [Search](#) [Calendar](#)

✓ **Your application was successfully submitted!**

Thank you for your application! Please click continue to pay your License Fees online and allow staff 7-10 business days to review and issue your license after Fees have been paid. If you choose to pay your license fees in person, please bring the submission confirmation page with you to City Hall for payment.

[Continue to license](#)

Fees

\$29.67

[View Details](#) [Add to Cart](#)

Add the fee to the cart. If you click “Continue to license”, you will get the following error because we have to approve your submission before you can view the actual license. You’ll only be able to see a very brief recap of the submitted license. You can add the fee to the cart from this screen as well:

[Dashboard](#) [Apply](#) [Home](#) [My Work](#) [Today's Inspections](#) [Map](#) [City Website](#) [Search](#) [Calendar](#)

License Number: 009675

[Add to Cart](#)

- License cannot be printed at this time. License has unpaid fees.
- License cannot be printed at this time. License has not been issued.

[License Details](#) | [Tab Elements](#) | [Main Menu](#)

License Details

License Type:	Business - General - in City	District:	CHD	Applied Date:	11/05/2024
Account Number:		Issued By:	Administrator, System	Period Start Date:	
Status:	Submitted - Online	Expiration Date:	01/01/2999		
Description:	Auto Repair Shop				

[Business](#) [Locations](#) [Fees](#) [Attachments](#) [Contacts](#) [Classifications](#) [More Info](#)

[Business](#) | [Next Tab](#) | [License Details](#) | [Main Menu](#)

Business

Company Name:	TEST ACCOUNT	DBA:		Open Date:	
Company Type:	Corporation	Status:	Active	Closed Date:	
District:	CHD	Last Audit Date:			
Location:	In City				
Description:					

Once you’ve added the fee to the cart, check out:

DashboardApply▼HomeMy WorkToday's InspectionsMapCity WebsiteSearch🔍Calendar0

[← Back](#)

Shopping Cart

Total\$29.67

Check Out

Invoice: INV-00027622Description: 009675

Due Date: 11/15/2024

Case Number	Project	Case Address	Amount Due
009675		625 CENTER ST OREGON CITY OR	\$29.67

\$29.67


Remove

Top | Main Menu

Total\$29.67

Check Out

And pay in the final screen:

[Contact Us](#)

Tuesday, November 5, 2024

Order Summary

Agency Name: City of Oregon City - Community Development
Order Number: 4336

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00027622	009675	1	\$29.67	\$29.67

Item Total: \$29.67
Service Fee: \$0.89
Tax: \$0.00
Order Total: \$30.56

Payment Details

Cardholder Name:

Billing Street:

Billing Zipcode:

Card Type:

Card Number:

Expiration Date:


CVV Code:

Email Address:

Process Payment

Cancel

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powered by 

Please keep a copy of your payment receipt.

Once your application is submitted, it goes through a Review process. This can take up to 30 days. If we have questions, we will contact you by either email or phone.