Creating a New Business License Online

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

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.

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.

Permits | Licensing | Inspections

Citizen Self Service Portal
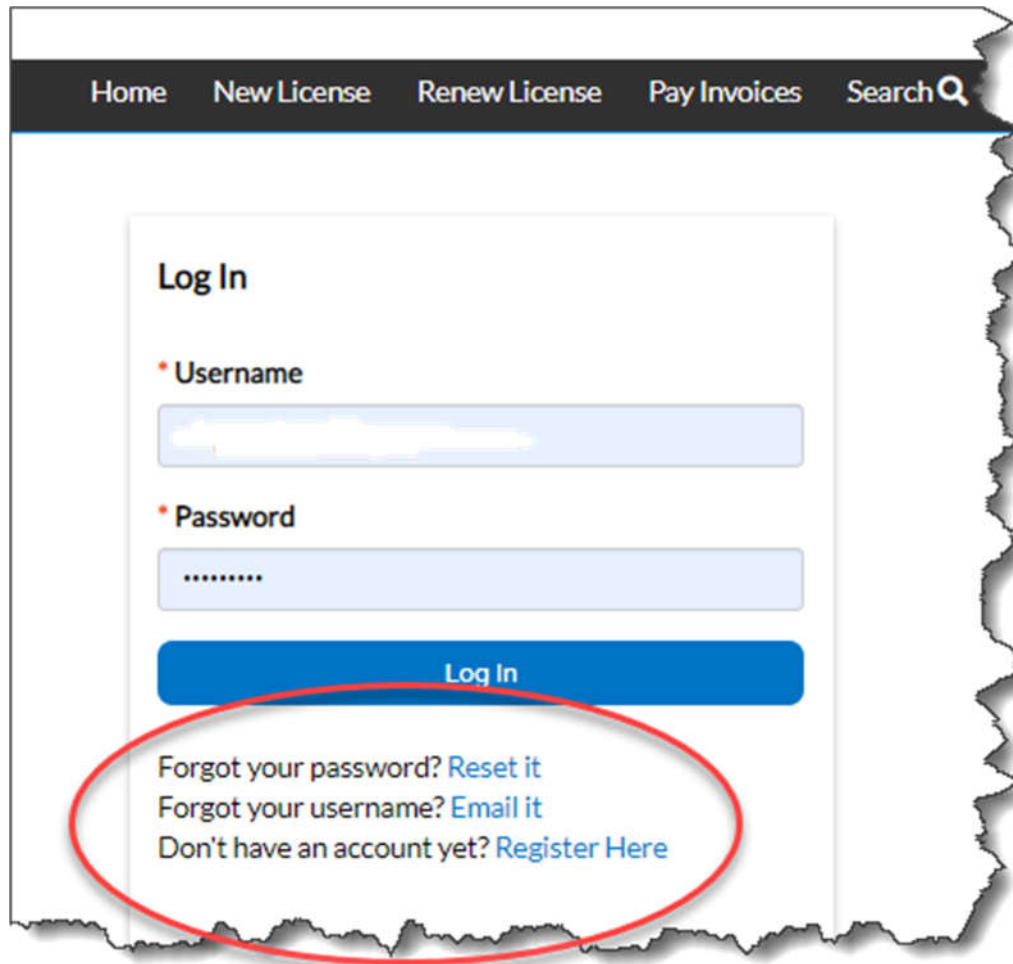
| Apply ▾ | Home | Today's Inspections | Map | City Website | Search 🔍 | Calendar ⓪ |

Application Assistant

Search for application names and keywords 🔍

| 🏠 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.

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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:
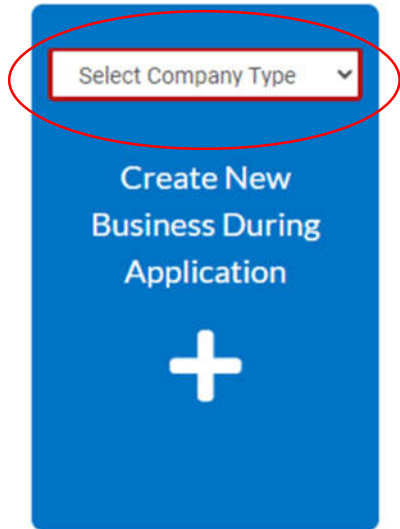
Click the plus on the same blue tile (you can see it saved your Company Type):
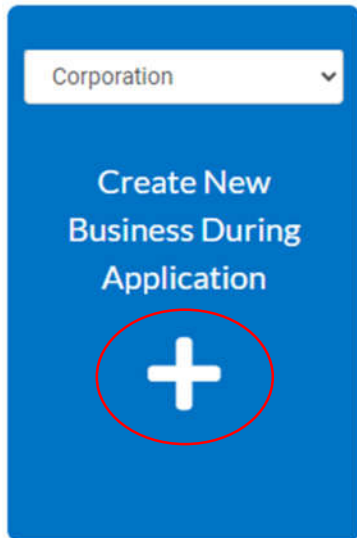
In the next screen, you'll be adding the location. If you're inside the City limits, you can use the Search tool on the *next* page:

| Dashboard | Apply ▼ | Home | My Work | Today's Inspections | Map | City Website | Search 🔍 | Calendar ⓪ |

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

① —— ② —— ③ —— ④ —— ⑤ —— ⑥ —— ⑦
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:

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	Search Addresses
House Number	625
Pre Direction	˅
Street Name	CENTER
Street Type	ST ˅
Post Direction	˅
Unit Or Suite	
City	OREGON CITY
State	OR ˅
Zip Code	97045
County	

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.

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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	Type: Mailing
625 CENTER ST	US PO Box 123 Center St, Oregon City, OR, 97045
Main Address ☑	Main Address ☐
Parcel Number	
2-2E-31AB-01100	
Main Parcel ☑	
Remove	Remove

Create Template

Save Draft   Next

Click Next

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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	

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Add Industry Classification(s)

| Search | Code number, name | Category | --Select Category-- ⌄ | Search | Reset |

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)

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

| Search | AUTO | Category | --Select Category-- ⌄ | Search | Reset |

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

Results per page 10 ⌄ 1 - 7 of 7   <<   <   **1**   >   >>

Add Selected

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

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

✓	2	3	4	5	6	7
Locations	Type	Contacts	More Info	Attachments	Signature	Review and Submit

BUSINESS DETAILS

* Company Type   [Corporation]

* Company Name   [TEST ACCOUNT]

Business
Description   [   ]

DBA   [   ]

* Location   [In City   ▼]

TIN   [   ]

Tax ID   [12-3456789   ]

* Industry   **Select Industry Classification**
Classification(s)

Main	Classification	Remove
☑	7530 - AUTO REPAIR SHOPS	Remove

LICENSE DETAILS

* License Type   [Business - General - in City ▼]

* Description   [   ]

| Back | Create Template | | Save Draft | Next |

12

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:

"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.

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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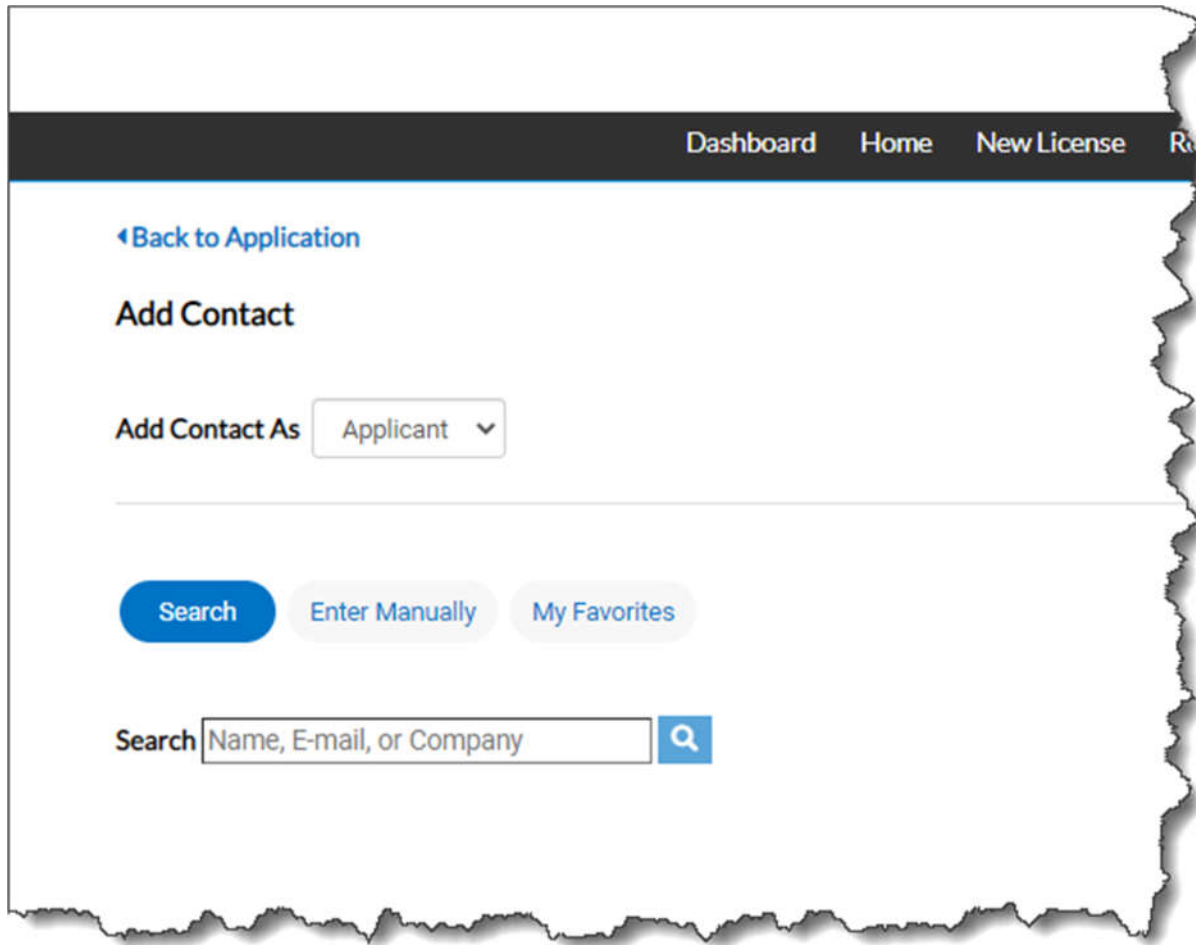 does not personally obligate you to the business. If you wish to also create a contact for the owner, you can create an additional contact, but please be sure one of the contacts you use/create is your own if you are not the Owner.
Any address you put on the contact should be the business address, not your personal address (unless your business is at your place of residence).

Dashboard   Home   New License   R

◀ Back to Application

Add Contact

Add Contact As   Applicant ⌄

Search   Enter Manually   My Favorites

Search Name, E-mail, or Company

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

Locations   Type   Contacts   More Info   Attachments   Signature   Review and Submit
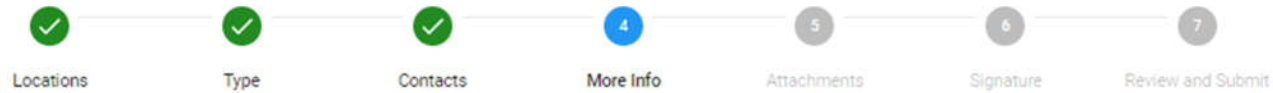
MORE INFO

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   Next Section | Top | Main Menu

*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?	

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

*Does business comply with Recycling Requirements?

Demographics

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?

- ☐ Asian or Asian American
- ☐ Black or African American
- ☐ Native Hawaiian or Pacific Islander
- ☐ White
- ☐ Hispanic or Latino origin
- ☐ Non-Hispanic or Latino origin
- ☐ Multiple Races
- ☐ Other (See Below)
- ☐ Prefer Not to Say

If other, please describe:

Back   Create Template   Save Draft   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

Locations   Type   Contacts   More Info   Attachments   Signature   Review and Submit
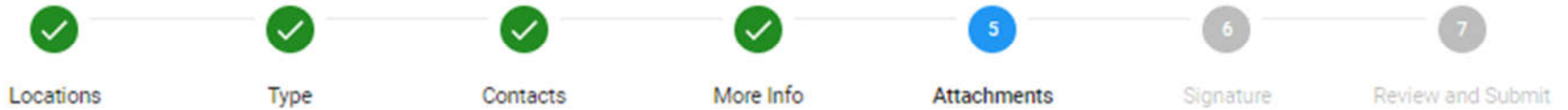
Attachments

click or drag files

Add Attachment

+

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

Back   Create Template   Save Draft   Next

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

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

✓ Locations — ✓ Type — ✓ Contacts — ✓ More Info — ✓ Attachments — ⑥ Signature — ⑦ Review and Submit

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

X *[handwritten signature: Hummel]*

Clear

Back   Create Template   Save Draft   Next
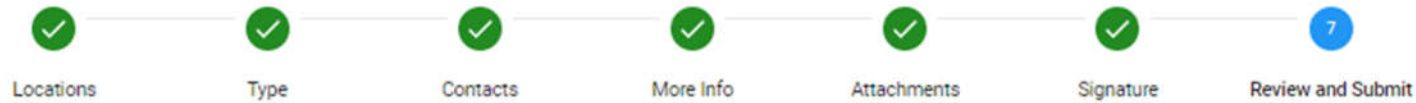
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After clicking 'Next', you will Review and Submit:

Apply for License - Business - General - in City

*REQUIRED

✓ Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments ✓ Signature 7 Review and Submit

[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

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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

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?

- ☐ Asian or Asian American
- ☐ Black or African American
- ☐ Native Hawaiian or Pacific Islander
- ☐ White
- ☐ Hispanic or Latino origin
- ☐ Non-Hispanic or Latino origin
- ☐ Multiple Races
- ☐ Other (See Below)
- ☐ Prefer Not to Say

If other, please describe:

Attachments

Back   Create Template   Save Draft   **Submit**

The next screen looks like this.

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:

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

◀ Back

Shopping Cart

Total   **$29.67**

Check Out

Invoice: INV-00027622		**Description:** 009675		
Due Date: 11/15/2024				**$29.67**
Case Number	**Project**	**Case Address**	**Amount Due**	Remove
009675		625 CENTER ST OREGON CITY OR	$29.67	Top | Main Menu

Total   **$29.67**

Check Out

And pay in the final screen:

MyGovPay

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:
testhummbl2024@gmail.com

Process Payment   Cancel

powered by
Persolvent

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.

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