

WHO NEEDS A BUSINESS LICENSE?

Oregon City Municipal Code Chapter 5.04 requires all businesses conducting business inside the city limits of Oregon City to obtain an Oregon City business license.

HOW TO APPLY FOR A BUSINESS LICENSE

Complete this **Application for Business License** form and submit it with the applicable fees, either:

- in person at 625 Center Street
- by mail to Business Licensing, PO Box 3040, Oregon City, OR 97045
- by fax to (503) 657-3339
- by email to licensing@orcity.org

This form can be found online at <https://www.orcity.org/economicdevelopment/business-licenses>. Applications must be filled out completely. Incomplete applications will expire if not completed within 90 days. In the event a license application expires, the applicant may reapply for the business license. Businesses operating in the City must comply with all building, zoning, signage, fire and police requirements. Completion of the 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. 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>.

Additional forms can be found at <https://www.orcity.org/economicdevelopment/business-licenses>

- Marijuana businesses are required to complete the **Marijuana Business Supplemental Questionnaire** form.
- Home-based businesses located in the City are required to complete the **Home-Based Business Worksheet** form.

BUSINESS LICENSE FEES

Submittal of a business license application requires payment of a non-refundable application fee of \$55 plus the annual business license fee.

$$\begin{array}{ccccccc} \$55 & + & \$ & = & \$ & & \\ \text{application fee} & & \text{annual business} & & \text{TOTAL FEE} & & \\ & & \text{license fee} & & & & \\ & & \text{(see chart below)} & & & & \end{array}$$

The cost of the annual business license is dependent on the number of employees and whether the business is operating from a fixed place of business within the city. When figuring the number of employees, include all persons involved in the business including owners, officers, employees and others operating within the City of Oregon City. Please verify the business location as it relates to Oregon City's jurisdictional boundary. New businesses that begin after June 30th of the current year may pay ½ of the annual business license fee listed below.

	<u>NUMBER OF EMPLOYEES</u>	<u>FIXED PLACE OF BUSINESS WITHIN CITY</u>	<u>NO FIXED PLACE OF BUSINESS WITHIN CITY</u>
Commercial Business:	1 – 25	\$ 166	\$ 210
	26 – 50	\$ 262	\$ 354
	51 – 100	\$ 358	\$ 498
	101 or more	\$ 450	\$ 636

*Amounts above include the \$78 Community Safety Advancement Fee. (OCMC 13.36.040)

Home-based Business:	-n/a-	\$ 88	-n/a-
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Any business that is tax-exempt under section 501(c)(3) of the Internal Revenue Code is exempt from payment of these business license fees upon submission of a copy of their IRS letter indicating their exempt status.

If you intend to have a sign in the Right of Way, please contact Community Development at (503) 722-3789 to discuss hours of placement, size of sign, etc. to determine if additional fees apply.

WHAT IF THE BUSINESS LICENSE IS DENIED?

If the issuance of a business license is denied, the city shall send to the applicant written notice of the denial or revocation, and of the right to an appeal. The denial or revocation of the license is final unless the applicant/license holder appeals the decision in writing to the city manager within ten business days of receipt of the notification. The city manager shall, within ten business days after the appeal is filed, consider all the evidence in support of or against the action appealed and render a decision either sustaining or reversing the denial or revocation. The decision of the City Manager shall be the final decision of the city. (OCMC 5.04.090)

QUESTIONS?

Contact the business license office at 503-657-0891 or visit us at 625 Center Street.