



CITY OF BEAVERTON BUSINESS LICENSE APPLICATION

LICENSE NUMBER _____

12725 SW Millikan Way, Beaverton, OR 97005

P.O. Box 4755, Beaverton, OR 97076

Phone: (503) 526-2268 FAX: 526-2490

Renew online: <http://www.BeavertonOregon.gov/Business License>

HOME OCCUPATION

WILL YOU BE CONDUCTING YOUR BUSINESS FROM A HOME IN BEAVERTON? YES NO

[WWW.NAICS.COM](http://www.naics.com)

CALENDAR YEAR _____ NEW _____ RENEWAL _____ NON PROFIT _____ SEASONAL _____ NAICS # _____

1. Business Information

REGISTERED BUSINESS NAME OR PERSON'S NAME _____

IN CARE OF NAME _____

REGISTERED BUSINESS MAILING ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE NUMBER _____

WWW. _____

BUSINESS WEB SITE ADDRESS _____

BUSINESS E-MAIL ADDRESS _____

2. Doing Business As (DBA)

DBA NAME _____

| | | |
|--|---------------------|---------------------------------|
| 1. PHYSICAL LOCATION IN BEAVERTON _____ | TELEPHONE NO. _____ | SQUARE FOOTAGE (see att.) _____ |
| 2. ADDITIONAL PHYSICAL LOCATION IN BEAVERTON _____ | TELEPHONE NO. _____ | SQUARE FOOTAGE (see att.) _____ |
| 3. ADDITIONAL PHYSICAL LOCATION IN BEAVERTON _____ | TELEPHONE NO. _____ | SQUARE FOOTAGE (see att.) _____ |

3. Owner Information

OWNER (IF OWNED BY A CORPORATION PROVIDE CORPORATION NAME) _____

OWNER TELEPHONE - CHECK IF YOU DO NOT WANT THE NUMBER PUBLISHED _____

OWNER E-MAIL ADDRESS _____

SECOND OWNER _____

OWNER TELEPHONE - CHECK IF YOU DO NOT WANT THE NUMBER PUBLISHED _____

OWNER E-MAIL ADDRESS _____

| | |
|-----------------------|---------------------------|
| 1. CONTACT NAME _____ | TELEPHONE/ALTERNATE _____ |
| 2. CONTACT NAME _____ | TELEPHONE/ALTERNATE _____ |

4. Description of Business Activity (MANDATORY**)**

5. Fee Computation - MAKE CHECKS PAYABLE TO THE CITY OF BEAVERTON

I. BUSINESS (OTHER THAN APARTMENT, HOTELS & MOTELS - SEE BELOW)

Average number of employees working in Beaverton (Including owner) _____

Minimum fee for businesses with four (4) or less employees _____ (a) \$75.00

Number of employees over four (4) x \$8.50 = _____ (b)

Delinquency Charge (see attached) _____ (c)

TOTAL DUE _____ (a+b+c)

II APARTMENTS - HOTELS - MOTELS

Number of dwelling units (do not include owner occupied unit) _____

Minimum fee if total units less than 40 _____ (a) \$75.00

Number of units over 40 x \$1.25 = _____ (b)

Delinquency charge (10% per month delinquent) _____ (c)

TOTAL DUE _____ (a+b+c)

6. Seasonal Licenses

Seasonal licensing is calculated on a four month period, (example): January 1 - April 30; May 1 - August 31; September 1 - December 31; Christmas/Holiday season - November 1 - February 29, the total due for each four month period is **\$25.00**.

Please note that a Temporary Use Permit may be required through the Planning Department if you are engaging in a temporary use such as Christmas tree sales, firework sales or a produce stand. Please contact the Planning Desk at 503-526-2420 for more information.

7. Non Profit Organizations

PLEASE NOTE - Nonprofit organizations do not pay business license fees in the City of Beaverton, but they are still required to apply for a business license. Please complete the Business License application and submit it along with proof of your 501.C3 status to the Finance Department at the City of Beaverton.

PLEASE ENTER NUMBER OF EMPLOYEES IF YOUR ORGANIZATION IS NON PROFIT:

8. Demographics Information (optional)

This data will help us identify how well the city is engaging and serving different members of our community and if a business may be eligible for state Minority, Women and Emerging Small Business (MWESB) certification. Certification can promote economic opportunities for small businesses and open the door to targeted government contracting opportunities.

Please circle your responses for the primary business owner(s):


Age: 15-24 25-34 35-44 45-54 55-64 65+

Is the business 51 percent or more woman-owned? YES NO

Race/ethnicity: African American Indian/Alaskan Native Asian Black/African American Latino/Hispanic Middle Eastern/North African Pacific Islander/Native Hawaiian Slavic White Multiracial

Business Annual Gross Income: less than \$100,000; \$100,000 to \$250,000; \$250,000 to \$500,000; \$500,000 to \$1 million; greater than \$1 million

SIGNATURE OF APPLICANT: WARRANTING THAT ALL REPRESENTATIONS MADE ON THIS APPLICATION ARE TRUE TO THE BEST OF HIS/HER KNOWLEDGE.

X _____  **PLEASE SIGN HERE**

BUSINESS LICENSE INFORMATION

9. How to measure or record the square footage of business

You should record all the floor area used by the business for each location in Beaverton. If multiple floors in a single building, please add them together. Home occupations are not required to provide information as to the size of the business.

10. General Information

Business License Application - This application is for the purpose of assessing and collecting the City of Beaverton license fee. The business license fee imposed is for revenue purpose only. The fee shall be in addition to and not in lieu of any other license or permit fee, charge or tax required under any other City of Beaverton code section or ordinance of the city. All businesses operating within the Beaverton city limits must comply with the city's building zoning and fire and police safety requirements. The business license required shall not be construed to constitute a permit to engage in any activity prohibited by law nor a waiver of any other regulatory or license requirement imposed by any other provision of the city ordinance or federal, state, regional or local law.

Door to Door Solicitation - A person who offers goods or service for sale or who solicits money or anything having money value from another person on premises occupied as a residence shall carry a legible copy of a current, valid city business license and produce same for inspection on demand by any person to whom the offer or solicitation is made.

Delinquency Charge - A business license fee due from any person and not paid in full when due is delinquent, and the city may avail itself of any and all remedies available to it to collect the fee from that person, including but not limited to citation of the person for a violation of the Beaverton code. A delinquent charge of 10% of the business license fee that is due from any person and is delinquent shall be added to the fee that is otherwise due for each successive 30 day period or portion thereof for which any or portion of the amount due including delinquent charges already imposed, remains unpaid up to a maximum penalty of 100% of the license fee.

Penalties - Violation of the City of Beaverton business license ordinance constitutes a class 2 civil infraction of the provision of the business license ordinance constitutes a separate infraction, and each day a violation of the ordinance is committed or permitted to continue constitutes a separate infraction. Penalties imposed under the provision of this ordinance are in addition to the delinquency charge that may be assessed under the provisions of the business license ordinance penalty for class 2 civil infraction is punishable by a fine of \$150 for each infraction.

11. Obstructing Public Right-of-Way 5.05.115

A. General Prohibition. Except as otherwise permitted by the code or other city ordinance:

1. No person shall obstruct any public right-of-way, or portion of it, or place or cause to be placed on it anything tending to obstruct or interfere with the full and free use of the public right-of-way or in any degree interfere with the normal flow of pedestrian or vehicular traffic.
2. No person shall erect, construct, build, raise, place or maintain any post, pole, sign, wall, fence, tree, building, structure or any other object in or upon any public right-of-way.
3. No person in charge of property shall cause or permit to remain in front of the property upon the sidewalk or parking strip of the street next to the property, anything prohibited by this section or which otherwise restricts the public use of the public right of way.

B. Attachments to Pole or Trees. No person shall attach to any telephone pole, electric pole or other pole or post installed for or used by a public utility, or any wire used by public utility, or to any tree or post growing or located in a public right-of-way, any contrivance or device of any kind which is used for any purpose other than a public utility purpose

C. Selling Prohibited. No person shall use a public right-of-way or public place for selling, storing or displaying merchandise or equipment.