



# City of Coos Bay

*Public Works and Development Dept.*

500 Central Ave., Coos Bay, Oregon 97420  
Phone (541) 269-8918 • Fax (541) 269-8916

## Business License Application Form

Check applicable box:

New     Renewal     Transfer     No longer in business (or call 541-269-8918)

Please fill out all applicable information

Contact name and mailing address :

License No: BUS-000

For Calendar Year: \_\_\_\_\_

Business name:

Physical location of business:

Type of business:

(Note: Commercial locations inside city limits must attach a floor plan)

Business phone: \_\_\_\_\_ Emergency phone: \_\_\_\_\_

Email address: \_\_\_\_\_

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### \*\*\*Fee schedule on back of this form\*\*\*

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<u>Fees</u>	<u>Fee Due</u>
1. <u>General Retail &amp; Service Businesses</u> : Number of Employees & Owners _____	_____
2. <u>Apartments, Hotels, Motels, and RV Parks</u> : Include all rental units, apartments, and all other dwellings: _____	_____
3. <u>Contractors</u> : Type of CCB license _____	_____
4. <u>Other, Taxi, Entertainment Club &amp; Resale/Second Hand businesses</u> : See back of form for correct fee.    Type of business: _____	_____
<b>For renewals, add 10% per month for LATE FEES after January 31<sup>st</sup>.</b>	_____
<b>Total =</b>	<b>=====</b>

Please return this application with your check made payable to the City of Coos Bay

Pursuant to Coos Bay Municipal Code 5.05.080 1(d), the City of Coos Bay may request proof of possession of any license, certificates, or registrations that are required by state or federal laws to conduct the type of business listed on the business license application. Possession of a Coos Bay business license does not in any way guarantee a holder has met the certification requirements for their occupation. I hereby agree to abide by all terms and provisions of the code referred to above and to furnish other information as may be required.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**SCHEDULE OF BUSINESS LICENSE FEES – CITY OF COOS BAY**

**(Fee schedule per Resolution 09-22)**

License fee herein required is due and payable on the first day of January of each calendar year and shall be delinquent on and after the first day of February.

**10% PENALTY ASSESSED FOR EACH MONTH OR FRACTION OF A MONTH AFTER JAN. 31<sup>ST</sup>**

**GENERAL RETAIL & SERVICE BUSINESSES**

- 1 to 5 persons.....\$25 per year
- 6 to 10 persons.....\$50 per year
- 11 to 20 persons..... \$100 per year
- 21 to 30 persons.....\$125 per year
- Over 30 persons.....\$150 per year

**CONTRACTORS – As listed with the Oregon State CCB**

- General Contractor.....\$125 per year
- Limited Contractor.....\$75 per year
- Special Contractor.....\$25 per year

**OTHER**

- Seasonal Business.....\$25 per year
- Transient Merchant.....\$125 per day + posting of a \$2500 bond for 1 year
- Auctions.....\$50 per auction with an annual limit of \$250
- Auto Wreckers .....\$75 per year
- Carnivals & Circuses.....\$100 per performance or day + \$500 refundable clean-up deposit
- Flea Market, Craft Fairs, etc.....\$25 per day + \$1 per table per day
- Amusement Devices.....\$35 per year per device
- Exhibitions.....\$10 each

**APARTMENTS, HOTELS, MOTELS, RV PARKS**

- 1-5 units.....\$15 per year
- 6-12 units.....\$15 per year + \$2.50 per year per unit in excess of 5 units
- Over 12 units.....\$35 per year + \$1.50 per unit in excess of 12 units
- Mobile Home Park.....\$75 per year for 1<sup>st</sup> space, plus \$2 per year for spaces 2 to 15, plus \$1 per year for each space in excess of 15, \$500 per year maximum

**TAXI**

- Vehicles for Passenger Hire.....\$125 per year & \$25 per vehicle + Each driver must have his or her own individual \$50 Business License

**ORDINANCE #101 & #143**

- Entertainment Clubs / Dances.....\$175 per year

Non-Profit (503c).....No Fee, must provide proof of non-profit status

**Make checks payable to City of Coos Bay**