



# 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 / Owner name and mailing address (Please Print): **License No: BUS-00** \_\_\_\_\_  
\_\_\_\_\_ **For Calendar Year:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Physical Address of site / business: \_\_\_\_\_

Business name: \_\_\_\_\_  
(NOTE : All applicants must register their business name with the State of Oregon if required)

Type of business: \_\_\_\_\_  
(NOTE: Commercial locations inside city limits must attach a floor plan)

Business phone: \_(\_\_\_\_\_)\_\_\_\_\_ Contact Name: \_\_\_\_\_

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

Emergency Contact Name: \_\_\_\_\_ Phone : \_(\_\_\_\_\_)\_\_\_\_\_

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

<b><u>Fees</u></b>	<b>Employees/Units</b>	<b>Fee Due</b>
1. <u>General Retail &amp; Service Businesses</u> : Number of Employees (Including Owners) = _____		_____
2. <u>Rentals – Residential, Commercial and Industrial Leaseholds &amp; Tenancies</u> Number of rental units, apartments, and all other dwellings = _____		_____
3. <u>Contractors</u> : Type of CCB License _____ CCB No. _____		_____
4. <u>Other, Taxi, Entertainment Club 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**

\*\*\*Department Use Only\*\*\*

Date Paid: \_\_\_\_\_

Date Issued: \_\_\_\_\_

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

**(Fee schedule per Resolution 11-26)**

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

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

**GENERAL RETAIL & SERVICE BUSINESSES**

1 to 5 Employees (Including Owners) .....	\$25 per year
6 to 10 Employees (Including Owners) .....	\$50 per year
11 to 20 Employees (Including Owners) .....	\$100 per year
21 to 30 Employees (Including Owners) .....	\$125 per year
Over 30 Employees (Including Owners) .....	\$150 per year

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

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

**OTHER**

Seasonal Business .....	\$25 per season
Transient Merchant .....	\$125 per day OR \$500 per year (whichever is less) AND posting of a \$2,500 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 AND \$500 refundable clean-up deposit
Flea Market, Craft Fairs, etc .....	\$25 per day PLUS \$1 per table per day
Exhibitions .....	\$10 per each day

**RENTALS – RESIDENTIAL, COMMERCIAL AND INDUSTRIAL LEASEHOLDS & TENANCIES**

1-5 units .....	\$15 per year
6-12 units .....	\$15 per year PLUS \$2.50 per year per each unit in excess of 5 units
Over 12 units .....	\$35 per year PLUS \$1.50 per year per each unit in excess of 12 units

**RV PARK**

Mobile Home Park .....	\$75 per year for 1 <sup>st</sup> space, PLUS \$2 per year for spaces 2 to 15, \$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 PLUS each driver MUST have his or her own individual \$25 Business License
-----------------------------------	--

**ORDINANCE #101 & #143**

Entertainment Club .....	\$175 per year
Non-Profit (503c) .....	\$0 No Fee, must provide proof of non-profit status

**MAKE CHECKS PAYABLE TO CITY OF COOS BAY**