CITY OF COOS BAY
Public Works & Development Department
500 Central Avenue, Coos Bay, Oregon 97420
Phone (541) 269-8918 Fax (541) 269-8916

BUSINESS LICENSE APPLICATION
ESTABLISHMENT OF HOME OCCUPATION

1. NAICS _____ Business License #: **BUS-000**_____

For the calendar year _____

2. Primary Contact and Mailing Address:

3. Business Name _____

4. Street Address _____

5. Type of Business _____

6. Business Phone number _____

7. Emergency Name & Phone number _____

8. Previous Name Address of Business _____

9. Email Address: _____

10. Number of employees (including owner) _____

CALCULATION OF FEES

11. Enter fee here in accordance with schedule _____

12. Home Occupation Application Fee $15.00

13. **TOTAL TO BE SUBMITTED WITH COMPLETED APPLICATION** _____

ANNUAL FEE SCHEDULE
Choose one of the following

1 to 5 persons ……$25
6 to 10 persons……$50
11 to 20 persons……..$100
21 to 30 persons…….. $125
Over 30 persons……..$150
Seasonal Business …….$25
General Contractor …….$125
Special Contractor …….$75
Limited Contractor……..…$25

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 licenses does not in any way guarantee a holder has met the certification requirements for their occupations.

I hereby agree to abide by all terms and provisions of Coos Bay Municipal Code, Chapters 5.05 and 17.260 and to furnish other information as may be required.

_____
Applicants Signature

LAND USE FILE #**ZON20___ -00**_____

HOME OCCUPATION

In accordance with Coos Bay Municipal Code, Chapter 17.260 a permit for home occupations is required. The intent of the ordinance is to assure that the home occupation does not infringe upon the rights of other residents or alter the residential character of the area.

Answer the following questions as complete as possible; use additional paper if necessary. Approval of the permit will be based on specific facts; **YES/NO ANSWERS ARE INSUFFICIENT.**	**STAFF REVIEW AREA ONLY** Comply? Y/N
1. Will there be retail sales from the premises? 2. What activities will be conducted on the premises?	
3. Who will be working on the premises?	
4. What kind of changes do you propose to make to the dwelling on the inside?	
5. What kind of changes do you propose to make to the dwelling on the outside?	
6. What kind of equipment or material will be used?	
6. Where will equipment, material, or products be stored?	
7. If deliveries will be made to the premises, how often? By what means?	
8. How many customers are expected at any one time?	
9. Where will customers park their vehicles?	
10. What is the total floor area (square feet) of all buildings on your property?	
11. What portion (square feet) will be used for the home occupation?	

The above statements are true to the best of my belief and knowledge. As the applicant, I understand that any violation of the terms of Coos Bay Municipal Code, Chapter 17.260, may be cause for revocation of a home occupation permit.

Signature of Applicant: _____ Date: _____

STAFF DECISION	
☐ Approved as submitted ☐ Approved with corrections or conditions	Date Reviewed: _____ Reviewed By: _____