



Business License Application –City of Tualatin

Address: 18880 SW Martinazzi Avenue, Tualatin, OR 97062

Contact: Cathy Hayes | Phone: 503.691.3058

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Additional information may be found on the website: tualatinoregon.gov

Business Information:			
Section A:	<u>Marked with * REQUIRED</u>		
	Parent Company or Corporate Name:		
	*Business Name (DBA):		
	*Location Street Address:		
	*City:		* State, Zip
	* Business Mailing Address : <input type="checkbox"/> same as above or listed below		
	Address:		
	City:		State, Zip
	*Business Phone Number: ()		Cell Phone: ()
	* Emergency contact:		Business Fax Number: ()
	* Emergency Number: ()		Date Opened: / /
	* Email address:		
Ownership Information:			
Section B:	<input type="checkbox"/> Corporation (C)		<input type="checkbox"/> Non Profit Corporation (NP)
	<input type="checkbox"/> Sole Proprietor (S)		<input type="checkbox"/> Partnership (P)
	<input type="checkbox"/> Fraternal Organization (FO)		<input type="checkbox"/> Limited Partnership (LP)
	<input type="checkbox"/> Limited Liability Corp (LL)		
	<input type="checkbox"/> S-Corp (SC)		
	<input type="checkbox"/> Other		
	*Owner Name:		
	Owner Mailing Address:		
	Owner Phone Number: ()		
Local Business Contact Name:		Local Business Contact Number: ()	
*Property Owner Name: <input type="checkbox"/> same as owner or list			
Property Owner Address:			
Business Description:			
Section C:	Please provide brief description/ type of business:		
	If Manufacturer, list products :		
	Are there any hazardous materials stocked, stored or handled? If yes, please list or attach material sheet:		
	Do you have a state license? (Contractors, Electrical, Massage Therapy, Etc) please list:		
	License Type:		Number: Exp Date:
	License Type:		Number: Exp Date:
	*Business NAICS Code: _____(visit http://www.census.gov/eos/www/naics/ to determine code)		

Please Check if Applicable:

Section D:

- ☐ My business is registered with the Oregon Corporation Commission
- ☐ My business is a home occupation (Ordinance 1129-3) (requirements on website-www.tualatinoregon.gov)
- ☐ Import? What items?
- ☐ Export? What items?
- ☐ Share my business with public listings (Chamber, Schools, Newspaper)? ☐ Yes ☐ No (no charge)

Business License Fees: (fees are based on the number of employees per calendar year)

Section E:

- ** After July 1st the fee for a new business is half the amount shown ****
- * _____ **State the actual number of employees working in Tualatin (Including part-time, full-time, and owner)**
- 1-2 Employees: ☐ \$55.00
- 3-10 Employees: ☐ \$60.00
- 11-50 Employees ☐ \$120.00
- Over 50 Employees ☐ \$240.00
- Exempt ☐ \$0
- ***Currently we accept payment by check, cash, or credit card*****
- Payable to:
- City of Tualatin**
Attention: Business Licensing
18880 SW Martinazzi Ave
Tualatin, OR 97062

EXEMPT: A contractor located in Tualatin must have a valid Tualatin business license. However, a contractor, who is not located in Tualatin, but is doing business in Tualatin, must either have a Tualatin business license or a Metro business License.

Exempt from licensing (done through the State of Oregon): Schools, Insurance, Towing and Non-Profit.

Please note: Renewals are due December 31. After the due date, a delinquent charge will be in effect. A 10% penalty will accrue on any unpaid balance February 1st and each month thereafter at 20%. The license will not be renewed until paid in full. A City License is required before engaging in any business activity. Please contact us with any change of address or ownership.

*** Required - Acknowledgment:**

Section F:

****The City of Tualatin requires compliance with Business Recycling Ordinance 1280-09. By signing this form, you are certifying that the above-listed business is in full compliance with the requirements of this ordinance. The undersigned declares, under penalty of law, that this information is true and may be disclosed to requestors under the Public Records Law. If you would like to have a City employee help evaluate or suggest ways to comply, please call Kathy Kaatz 503.691.3093.**

- ☐ I am in compliance with the City's Recycling Requirements (Tualatin Municipal Code Chapter 9-6) (requirements on website- www.tualatinoregon.gov – City Services – City Codes)
- ☐ Not applicable, not in the City of Tualatin
- ☐ Not applicable, home business

*****I hereby certify that the information contained herein is true to the best of knowledge. I hereby agree to abide by the ordinances of the City and to correct any hazards or violations as they may pertain to the above business. Issuance of this license does not guarantee that the use conforms to the City of Tualatin land use regulations.**

Print Name: _____

Signature: _____ Date: _____

For Admin Use Only:

Tax Map/lot#:

License #:

Planning District:

County:

In City Limits? Yes ☐ No ☐