## COTLogoTransparencyBackground.gifBusiness License Application – City of Tualatin

18880 SW Martinazzi Avenue, Tualatin, OR 97062

Contact: Mary Daily | Phone: 503.691.3058

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Additional information may be found on our website at www.tualatinoregon.gov

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| Business Information:  |
| Section A: | Parent Company or Corporate Name: Date Opened: / / |
| Business Name (DBA): |
| Location Street Address:  |
| City: | State, Zip |
| Business Phone Number: ( ) Business Fax Number: ( ) |
| Local Business Contact Name: |
| Local Business Contact Number: ( ) | Cell Phone: ( ) |
| Email Address: |
| Emergency Contact: |  Emergency Number: ( ) |
| **Business Mailing Address, if different from above:** |  |
| Address: |
|  | City, State, Zip:  |

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| Ownership Information:  |
| Section B: | Circle One: Non Profit – Corporation – Sole Proprietor – Partnership – LLC – LP – S Corp – Other \_\_\_\_\_\_\_\_\_\_ |
| Owner Name:  |
| Owner Mailing Address: |
| Owner City, State, Zip: |
| Owner Phone Number: ( ) |
| Owner Email Address: |
| Property Owner Name, if different from above: |
| Property Owner Address: |
| Business Description:  |
| Section C: | Please provide a brief description and/or type of business: |
| If Manufacturer, list products :  |
| Are there any hazardous materials stocked, stored or handled? If yes, please list:  |
| Do you provide Utility Service(s) using Rights–of-Way (per Tualatin Municipal Code Chapter 3-6)? [ ]  No [ ]  Yes If yes, what type of service(s) do you provide? Electrical, Natural Gas, Communication, Water, Sanitary Sewer, Storm Water or Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(**To determine code, visit https://www.census.gov/eos/www/naics/).** |
| Please Check if Applicable:  |
| Section D: | [ ]  I have a Metro license and my License # is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| [ ]  My business is a home occupation (Ordinance 1129-3) (requirements on website-www.tualatinoregon.gov) |
| [ ]  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, including Owner.) |
| Section E: |

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| **After July 1st, the fee for a new business is half the amount shown below.** **List actual number of employees working in Tualatin, including part-time, full-time and Owners:** 1 - 2 Employees $ 553 - 10 Employees $ 6011 - 50 Employees $12051+ Employees $240We currently accept payment by check, cash or credit card.Make checks payable to: City of Tualatin – 18880 SW Martinazzi Avenue – Tualatin, OR 97062 |

Possible Exemption: 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 City of Tualatin business license or a Metro business license. Exempt from licensing fee (done through the State of Oregon): Schools, Insurance, Towing and Non-Profit.  |

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| **Required** - Acknowledgment: |

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| 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 Lindsay Marshall 503.691.3093.[ ]  I am in compliance with the City’s Recycling Requirements (Tualatin Municipal Code Chapter 09-06). Requirements on website: [www.tualatinoregon.gov](http://www.tualatinoregon.gov) – Doing Business – City Codes – Municipal Code[ ]  Not applicable, not in the City of Tualatin[ ]  Not applicable, home business**To the best of knowledge, I hereby certify that the information contained herein is true. 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[ ]  |