

# CITY OF WOODBURN BUSINESS REGISTRATION APPLICATION



**Date:** \_\_\_\_\_  New  Change of Ownership  Change of Location License No: \_\_\_\_\_

### BUSINESS TYPE:

Product/Service Description \_\_\_\_\_

Door-to-Door Solicitation?  Yes  No  
*(If yes, see instruction sheet)*

If Transient Business, dates: \_\_\_\_\_

### MAILING INFORMATION:

Registered Business Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### OWNER INFORMATION:

Owner's Full Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driver's License No. \_\_\_\_\_

### EMERGENCY INFORMATION:

Name of First Contact \_\_\_\_\_ Phone No. \_\_\_\_\_

Name of Second Contact \_\_\_\_\_ Phone No. \_\_\_\_\_

**I have received and read "Procedures for Obtaining a Business Registration Certificate"**

\_\_\_\_\_  
**Signature** **Date**

### BUSINESS INFORMATION/LOCATION:

Name Doing Business As \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Do you have an alarm?  Yes  No

Type of alarm system: \_\_\_\_\_  
(Burglary, Fire, Holdup, etc.)

Do you store any hazardous or flammable materials on the premises?  Yes  No

Are any discharged into the City wastewater?  Yes  No

If yes, please list: \_\_\_\_\_

Date Business Began: \_\_\_\_\_

Is this a home-based business?  Yes  No

Will you sell liquor?  Yes  No

If yes, contact OLCC

Building size (sq ft) \_\_\_\_\_ # of Employees \_\_\_\_\_

If applicable, provide the following:

State Occupational License #: \_\_\_\_\_

Builder's Board # \_\_\_\_\_

Health Dept. License #: \_\_\_\_\_

#### Remit payment to:

City of Woodburn  
270 Montgomery St.  
Woodburn, OR 97071  
503/982-5222

Routing:  Approved  Denied  
 Planning \_\_\_\_\_  
 Building \_\_\_\_\_  
 Public Works \_\_\_\_\_  
 Zoning \_\_\_\_\_ Business Code \_\_\_\_\_

Receipt No: \_\_\_\_\_  
 Date Paid: \_\_\_\_\_  
 Amount Paid: \_\_\_\_\_



PROCEDURES for OBTAINING a BUSINESS REGISTRATION CERTIFICATE for the  
CITY of WOODBURN

With few exceptions, all businesses operating in Woodburn are required to register with the City and to pay an annual registration fee. This includes home occupation businesses, and those who rent more than one residential unit.

Some activities are exempt from business registration. Two examples include garage sales and property rentals. Garage sales may be conducted without a business license if they are held no more than twice per year and don't exceed three days in length. Persons renting only one residential unit are also exempt under the ordinance. Persons renting two or more residential units must obtain a registration certificate and pay the prescribed fees. Other exemptions include:

- Businesses that pay franchise fees or the Transient Occupancy Tax
- Activities conducted pursuant to a Special Events Permit (available from the Planning Division)
- Non-profit organizations

City ordinance requires that businesses apply 30 days before the planned opening date to allow time for processing your application.

Business registration fees are as follows:

Annual Fee (all businesses, except home occupation) .....	\$50.00
Annual Fee (Home occupation) .....	\$25.00
Transfer of ownership Fee .....	\$20.00
Second Location Fee.....	\$20.00

Prior to submitting your business registration application, please contact the Planning Division at (503) 982-5246 to determine zoning and allowed uses on your business property.

A City sign permit is required for all signage associated with your business. For information regarding signage regulations, please contact the Planning Division at (503) 982-5246.

If you are selling door to door, you will not need to register your business, but you will need a Solicitor's License. Applications are available at City Hall.

A copy of the Business Registration Ordinance is available in the City's Finance Department, or online at the City's website at [www.woodburn-or.gov](http://www.woodburn-or.gov). Questions regarding the ordinance may be directed to the Finance Department at (503) 982-5217.

PROCEDIMIENTO para OBTENER un CERTIFICADO de REGISTRACIÓN para  
COMERCIANTES

Ciudad de Woodburn

Con pocas excepciones, todos los comerciantes que operan en Woodburn deben registrarse en el Ayuntamiento y pagar una tarifa anual. Esto incluye el los negocios de casa y personas que rentan más de una unidad residencial.

Algunas actividades son exentas del registro de negocio, los dos negocios más comunes son las ventas de cochera y las viviendas. No es necesario tener un certificado de registro comercial para las ventas de cochera si tienes menos de dos ventas por año y si no duran más de tres días. Las personas que rentan solo una unidad residencial también están exentas de esta regla. Las personas que rentan dos o más unidades residenciales deben obtener un certificado de registro y pagar las cuotas respectivas. Otras excepciones incluyen:

- Negocios que pagan cuotas de franquicia o impuestos de la ocupación transitoria
- Actividades conducidas junto con un Permiso de Eventos Especiales (disponible en el Departamento de Planificación)
- Organizaciones Sin Fines de Lucro

La ordenanza del Ayuntamiento requiere que los comerciantes solicitan 30 días antes de abrir el negocio para trámite la solicitud.

Cuotas de Registrar el Negocio:

Page Anual (todos los negocios excepto el de ocupación en casa) .....	\$50.00
Page Anual (ocupación en casa).....	\$25.00
Cambia de Propietario .....	\$20.00
Segundo Emplazamiento.....	\$20.00

Antes de entregar la solicitud de Registración Comercial, póngase en contacto con el Departamento de Planificación al (503) 982-5246 para determinar la zona y usos permitidos en su local comercial.

Un permiso de letreros es requerido por el Ayuntamiento para todos los letreros asociadas con el negocio. Para más información tocante las normas de letreros, comuníquese con el Departamento de Planificación al (503) 982-5246.

Si está solicitando de puerta a puerta, no es necesario registrar su negocio, pero sí es necesario tener una Licencia de Solicitud. Las solicitudes son disponibles en las oficinas del Ayuntamiento.

Una copia de la Ordenanza de Registración Comercial es disponible en el Departamento de Finanzas, o por internet al <http://www.woodburn-or.gov/finance/businesslicense.aspx>. Para más información póngase en contacto con el Director de Finanzas al (503) 982-5217.