

# CITY OF WOODBURN BUSINESS REGISTRATION APPLICATION



**Application Type:**      New                  Renewal                  Change of Ownership                  Change of Location                  Second Location                  Name Change

**Business Name:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Contact Phone #:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Business Type:**     Retail     Services     Food     Contractor based outside Woodburn     Other

**Description of Product/Services:** \_\_\_\_\_  
 \_\_\_\_\_

Date business began operation in Woodburn: \_\_\_\_\_

If temporary business, dates of operation: From \_\_\_\_\_ To \_\_\_\_\_

Is this a home based business?  Yes  No

Does the business location have an alarm/security system?  Yes  No

Does the business store any hazardous or flammable materials on the premises?  Yes  No

If yes, identify storage location: \_\_\_\_\_

Does the business discharge material into the City wastewater system?  Yes  No

If yes, describe the material: \_\_\_\_\_

Is a grease trap required?  Yes  No

Will there be liquor sold?  Yes  No If yes, provide OLCC license # and date issued: \_\_\_\_\_

State Registration #: \_\_\_\_\_

If applicable, provide license and certifications:

State Occupational License: \_\_\_\_\_ Exp. date: \_\_\_\_\_

Builder's Board #: \_\_\_\_\_ Exp. date: \_\_\_\_\_

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

**I am authorized to apply for a Business Registration and will comply with applicable laws and regulations.**

**Remit payment to:**  
 City of Woodburn  
 270 Montgomery St.  
 Woodburn, OR 97071  
 503-982-5222

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

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

Routing:                  Approved                  Denied

Finance Dir.                  \_\_\_\_\_                  \_\_\_\_\_

Planning. Dept. if HO                  \_\_\_\_\_                  \_\_\_\_\_

CC to Wastewater Pretreatment                  \_\_\_\_\_

**REGISTRATION #** \_\_\_\_\_

Receipt # \_\_\_\_\_

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

Amount Paid: \_\_\_\_\_

Payment Type: \_\_\_\_\_

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 registration 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 (Woodburn based 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.

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) 982-5222.