

CITY OF WOODBURN BUSINESS REGISTRATION APPLICATION



Application Type: New Change of Ownership Change of Location Registration # _____

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: _____

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	_____	

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. Questions regarding the ordinance may be directed to the Finance Department at (503) 982-5222.