

**CITY OF COLUMBIA CITY**  
PO Box 189 – 1840 Second Street  
Columbia City, OR 97018  
(503) 397-4010 – [colcity@columbia-city.org](mailto:colcity@columbia-city.org)

**BUSINESS LICENSE APPLICATION**

Business Name _____	CITY LICENSE NO. _____
Business Owner(s) _____	_____
Business Address _____	_____
(City)	(State) (Zip Code)
Mailing Address _____	_____
(City)	(State) (Zip Code)
<hr/>	
Telephone Number _____	Nature of Business _____
Cell Phone Number _____	Email _____
Preferred method of contact: <input type="checkbox"/> telephone <input type="checkbox"/> cell <input type="checkbox"/> email	Number of Persons Working Within the City ____

**PLEASE CHECK APPLICABLE BOX:**

- The applicant is registered with the Construction Contractors Board of the State of Oregon under the provisions of ORS701, and that registration is in full force and effect under Certificate of Registration No. \_\_\_\_\_, Expiration Date \_\_\_\_\_
- Landscape Contractors License No. \_\_\_\_\_, Expiration Date \_\_\_\_\_
- The business or service conducted by the applicant is not subject to regulations by the Construction Contractors Board of the State of Oregon.

The above application for license is made in accordance with the provisions of Ordinance No. 400, as amended, of the City of Columbia City. All licenses expire December 31<sup>st</sup> of the year obtained, with the exception of temporary per job licenses.

Amount of fee _____	Printed Name _____
Date _____	Signature of Applicant _____

**SCHEDULE OF LICENSE FEES: (Resolution 00-697 & 00-707)**

**Resident Business License Fee:**

Businesses located within the boundaries of the City:

**\$50.00** Basic fee (covers up to 2 employees): plus  
**\$5.00** for each employee in excess of 2

Businesses requiring a heavy industrial zoning classification:

**\$300.00** Basic fee (covers up to 30 employees) plus  
**\$5.00** per employee in excess of 30

**Non-Resident Business License Fee:**

Businesses located outside the boundaries of the City:

**\$100.00** Annual full year license **\$65.00** Partial year license (when purchased after July 1<sup>st</sup> only) **\$40.00** Delivery service only

**Temporary License Fee (Per Job):**

Issued for a maximum of 20 days. If the job is not completed within 20 days, the regular annual license fee shall be imposed. In no event shall the temporary license fee be applied to an annual business license fee. Temporary license fee shall be equal to 50% of the regular annual license fee.

**Rental Units:**

Residential, two or more units (first two): **\$50.00** Plus, for each unit over two: **\$5.00**  
Commercial or industrial units (for each unit up to ten): **\$25.00** Plus, for each unit over ten: **\$15.00**  
Manufactured Home Park (for each unit up to ten): **\$25.00** Plus for each unit over ten: **\$15.00**

**Business Licenses are required before doing business within the City.**  
**A 10% late penalty for each calendar month or fraction thereof will be added to all delinquent license fees.**