CITY OF COLUMBIA CITY

PO Box 189 – 1840 Second Street
Columbia City, OR 97018
(503) 397-4010 – 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)

Telephone Number _____   Nature of Business _____

Cell Phone Number _____   Email _____

Preferred method of contact: ☐ telephone   ☐ cell   ☐ 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 31st 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 1st 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. $25

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**
Short term rental: **$50.00** per unit.

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.