

Office Use

City of Fairview
Business License Application

Date: _____
License #: _____

Business Name: _____

Business Location: _____

Mailing Address: _____

City, State, Zip: _____

Business Owner Name: _____ Business Phone: _____

Email Address: _____

Business Site Use/Activities/Products/Services: _____

Is the business location in Fairview city limits? Yes _____ No _____

If yes, answer questions 1-5. **If no** skip to question 6.

1. Is this business home-based? Yes _____ No _____

If yes, a Home Occupation permit is required. For questions about Home Occupation permits, please contact the Community Service Department 503-665-9320.

2. What is the Number of Full Time Equivalent Employees: _____

3. Does the business involve the use of chemicals/hazardous materials? Yes _____ No _____

If yes, please Describe: _____

4. Is this Business Exempt from the Annual Business License Fee (See criteria for Exempt Business License Certificate on page 2) Yes _____ No _____

5. **Business Site Property Owner Information**
(If different than above AND if Business located in Fairview)

Name: _____ Phone: _____

Address: _____

City, State, Zip: _____

Emergency Contact: _____

Name: _____ Phone: _____

6. If the business location is **outside** Fairview city limits indicate the license type being requested.

Temporary (90 days) \$18.75 _____ **Calander Year** (See Business License Fee Schedule – Page 2): _____

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS TRUE TO THE BEST OF MY KNOWLEDGE. I HEREBY AGREE TO ABIDE BY FAIRVIEW MUNICIPAL CODE CHAPTER 5.05. ISSUANCE OF THIS LICENSE DOES NOT GUARANTEE THAT THE USE CONFORMS TO THE CITY OF FAIRVIEW LAND USE REGULATIONS.

Print Applicant Name: _____

Signature: _____ Date: _____

Mail or bring to: City of Fairview, Administration Department 1300 NE Village Street, Fairview, Oregon 97024	Email to: devauxa@ci.fairview.or.us
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BUSINESS LICENSE GENERAL INFORMATION

BUSINESS LICENSES:

A business license is required for businesses operating within the city limits, whether a commercial, retail, industrial, or home-occupation based business.

The business license fee is paid annually in advance of the licensing year and is effective January 1 to December 31.

Business License Fee	\$75.00 per Calendar Year
Business License Fee (Home Occupation)	\$50.00 per Calendar Year

Failure to obtain a license is a violation of FMC 5.05 and subject to enforcement pursuant to FMC 1.01.090.

ANY NEW FIRST TIME BUSINESS LICENSE ISSUED AFTER:

Business License	
April 1	\$56.25 for remainder of the year
July 1	\$37.50 for remainder of the year
October 1	\$18.75 for remainder of the year
Business License (Home Occupation)	
April 1	\$37.50 for remainder of the year
July 1	\$25.00 for remainder of the year
October 1	\$12.50 for remainder of the year

TEMPORARY BUSINESS LICENSES:

A temporary license is available to businesses whose services are completed within a 90-day period. The Temporary Business License is valid for 90 days, starting from the application date. **Fee: \$18.75.**

MULTIPLE BUSINESSES:

If a person is engaged in more than one business, the person must pay the license for each business conducted at a separate location (FMC Title 5, Article 1). More than one type of business may be run from the same address.

LATE PAYMENT CHARGE:

In the event a business fails or neglects to obtain a license and pay the appropriate fees before they become delinquent, the city recorder shall collect in addition thereto, an additional charge of \$15.00 for each month (or fraction of thereof) the license is delinquent **5.05.080 B. (FMC).**

EXEMPT BUSINESS LICENSE CERTIFICATE:

Businesses and activities qualified under this provision include:

1. Religious, educational and charitable organizations specifically exempt from taxation under the Federal Internal Revenue Code;
2. Businesses franchised by and paying a franchise fee to the city;
3. Businesses otherwise exempt from the payment of municipal license fees pursuant to Oregon or federal law.

IF YOU HAVE ANY QUESTIONS PLEASE CALL (503) 674-6210.