

CITY OF CARLTON
BUSINESS LICENSE
191 E. Main Street
Carlton, OR 97111
www.ci.carlton.or.us

Phone: (503) 852-7575
Fax: (503) 852-7761



Business Type:

- APPLICATION FEE (\$103)
- ANNUAL RENEWAL (\$52)
- NON-PROFIT (\$52)*

BUSINESS NAME: _____

APPLICANT NAME: _____ **PHONE** _____

BUSINESS ADDRESS: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____ **E-MAIL** _____

FEDERAL TAXPAYER I.D. /SSN#: _____

OWNERSHIP STATUS: Corporation LLC Partnership Sole Proprietor

OPENING DATE OF BUSINESS: _____

DESCRIBE BUSINESS (description of goods, merchandise or services offered for sale):

TYPE OF BUSINESS (Check all that apply)

- | | | | |
|-------------------------------------|--|--|--|
| <input type="checkbox"/> Retail | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Contractor | <input type="checkbox"/> Real Estate Leasing/Rentals |
| <input type="checkbox"/> Wholesale | <input type="checkbox"/> Services | <input type="checkbox"/> Door to Door Solicitation | <input type="checkbox"/> Financial/Insurance |
| <input type="checkbox"/> Restaurant | <input type="checkbox"/> Professional Office | <input type="checkbox"/> Dental/Medical | <input type="checkbox"/> Other _____ |

OWNER/MANAGER NAME: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____ **PHONE** _____

EMERGENCY CONTACT: NAME _____ **PHONE** _____

AFFIDAVIT: I declare, under penalty of making false affidavit, that this application is made by me, that I am authorized to make such an application, that to the best of my knowledge and belief, it is a true, correct, and complete application made in good faith, pursuant to the provisions of the Business License Ordinance of the City of Carlton.

Signature

Date

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FOR OFFICIAL USE ONLY

License No. _____	Certificate Sent _____	Planning _____
Date Received _____		Building _____
Paid _____		Fire _____
Expiration _____		Police _____

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CITY OF CARLTON BUSINESS LICENSE INFORMATION

Thank you for your interest in conducting business with the City of Carlton. Ordinance 639 requires all businesses within the city limits to obtain a business license, except non-profits. A business means all kinds of vocations, occupations, professions, enterprises, establishments, and all kinds of activities, together with devices, machines, vehicles, and appurtenances used therein, any of which are conducted for private profit, or benefit, either directly or indirectly, on any premises within the city.

LICENSE FEE

All annual business tax certificates issued under Chapter 5.04 of the Municipal Code, except the first certificate issued to newly established businesses, shall be issued on January 1st of each year, and shall expire on December 31st of the same year.

Unless exempted, any Business to be operated within the City of Carlton shall pay the current business license application fee found in the currently adopted Master Fee Schedule, unless modified by Resolution of the City Council.

UPON THE SALE OR TRANSFER

No transfer or assignment of any license issued under this ordinance shall be valid or permitted, except that whenever any person sells or transfers in whole a business for which such license has been paid, and which business name remains the same, the vendee thereof shall not be required to pay any additional license thereon for the balance of the license year.

PENALTY FOR NONPAYMENT OF ANNUAL BUSINESS TAX

Every annual business tax or registration fee renewal which is not paid on or before February 1st of each year, or within fifteen (15) days after commencing business for a newly established business, is hereby declared delinquent, and the City of Carlton shall thereupon add to said business tax registration fee and collect a penalty of ten dollars (\$10) per day until payment has been received up to a maximum of \$300. However, if the delinquency charge exceeds \$200 in any one year, the Business License may be denied or revoked for failure to comply with this ordinance. If a license is denied or revoked, a reinstatement fee of \$100 will be required to re-apply for a Business License within the City.

DOCUMENTS REQUIRED TO OBTAIN A CITY LICENSE

The following documents (if applicable to your business) are needed when applying for a city license:

- Proof of registration or existence as a business entity at the time of application. A copy of one of the following is required: state incorporation papers; state business registration papers including registered name and registration number; a voided check from a checking account in the name of the business. For information on how to file with the state visit www.filinginoregon.com or call Oregon Secretary of State Office (503) 986-2200.
- Worker's Compensation Insurance Certificate
- Health Department Inspection Report/License including Food Service and Cosmetology
- OLCC License, Contractor's License, Bureau of Alcohol, Tobacco, and Firearms
- Copy of floor plans (please show key features, location of heaters and hazardous materials, doors & windows)

EXAMINATION OF PREMISES

You are required to have an inspection by the Building Official, Police Official, and Fire Official prior to operation of business. A business license will be issued upon approval of inspections. Please contact city hall to set up an appointment.

LICENSE DISPLAY REQUIRED

All licenses issued shall be conspicuously displayed in the place of business or kept on the person.

NOTE: Neither the filing of an application nor payment of the license fee shall authorize a person to engage in or conduct business activities until such license has been granted.

* Included in the Non-Profit License fee is the use of the Community Room for meetings and other recurring functions. Please see the front desk to schedule use. Large scale events will require the completion of a Community Room event application.