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# BUSINESS LICENSE APPLICATION

CITY OF ST. HELENS  
265 Strand, P.O. Box 278  
St. Helens, OR 97051

## OFFICE USE:

Approval/Effective Date: \_\_\_\_\_

Business License No.: \_\_\_\_\_

**St. Helens Ordinance No. 3061 (Municipal Code Chapter 5.04) requires anyone conducting business within the City to be licensed.** Licenses shall be valid until the 31st of December following date of issuance. The applicant certifies that he or she will comply with all applicable Federal and State laws as well as all ordinances of the City of St. Helens relating to the regulation of his or her business activity. In the event additional persons are employed by the applicant within the City necessitating an additional fee, it shall be the responsibility of the applicant to apply for a supplementary license and pay the additional fee. Business License Fees not paid by February 1st will be assessed a penalty of \$20.00 per month as long as the fee remains delinquent.

*Please type or print information. Illegible applications will delay processing.*

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_

Applicant DOB: \_\_\_\_\_

Driver's License No: \_\_\_\_\_ Issuing State: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Owner Phone: \_\_\_\_\_

Owner DOB: \_\_\_\_\_

Driver's License No: \_\_\_\_\_ Issuing State: \_\_\_\_\_

Business Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

No. Employees: \_\_\_\_\_

No. Residential Rental Units: \_\_\_\_\_

No. Commercial Rental Units: \_\_\_\_\_

*\*If the business is a corporation, partnership, or a limited liability company, please provide the information required above for the owner for each officer, director, partner, manager etc. not listed above. \*If more space is needed, please fill out the addendum sheet or attach an additional page with the information.*

Nature of Business: \_\_\_\_\_ Home Occupation?  Yes  No; Approval date: \_\_\_\_\_

State license required?  Yes  No If not listed below, what type: \_\_\_\_\_ Lic. No. \_\_\_\_\_

Contractors Board (CCB) Lic. No. \_\_\_\_\_ Plumb. Lic. No. \_\_\_\_\_ Manuf. Dwell. Install. Lic. No. \_\_\_\_\_

### IN THE EVENT OF A BUILDING EMERGENCY, CALL:

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ After Hours Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ After Hours Phone: \_\_\_\_\_

By signing this application, I declare that the information I have provided is true and correct and is made under the penalty of perjury and false swearing. False swearing is a Class A misdemeanor punishable by up to 365 days in the county jail and a \$6,250 fine.

Date Submitted \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

### OFFICE USE ONLY

Fee Type # \_\_\_\_\_ \$ \_\_\_\_\_

# Employees (excluding 2 owners or emp) X \$5.00 = \$ \_\_\_\_\_

Late fee (\$20.00 per month), if applicable = \$ \_\_\_\_\_

**Total fee due: \$ \_\_\_\_\_**

Cust. # \_\_\_\_\_

Date Paid \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_

Receipt No. \_\_\_\_\_

### 7-Day License:

From \_\_\_\_\_ to \_\_\_\_\_

### 7-Day Renewal Dates:

From \_\_\_\_\_ to \_\_\_\_\_

If this license is for any of the following purposes, please contact City Hall for additional requirements:

◆ Business operated out of residence and inside city limits

◆ Taxicab Company

◆ Sidewalk Vendor

◆ 2<sup>nd</sup> Hand Dealers / Pawnbrokers

◆ Petting Zoo, Animal Display or Parade

## Business License Fee Schedule

Fee Type	Amount
<b>1. Resident Business -</b> ☞ <b>business location is inside St. Helens City Limits</b> <b>\$55 annual fee plus \$5.00 per full-time employee in excess of two devoting the principal part of his/her time to such business.</b> Average number of persons regularly employed by said business during the year immediately preceding the year for which the application for license is made. This average shall be computed by adding all regular employees listed on the quarterly social security reports during the year and dividing this total by four. If the firm or business makes a different number of social security reports than four, the average shall be computed by dividing by the number of reports made.	\$55.00 per calendar year  +\$5.00 per full-time employee or two part-time employees  <i>Not to exceed a maximum of \$1000 annually.</i>
<b>2. Non-Resident Business -</b> ☞ <b>business location is outside St. Helens City Limits</b>	\$100.00 per calendar year  Flat Fee. <u>Do Not</u> pay per employee.
<b>3. Residential Rentals (2 or more rental units) -</b> <b>Submit address list of all rental units.</b> Includes houses, multifamily (duplex = 2 units, triplex = 3 units), apartments, hotel, motel. This cannot be combined with another type of business license.	\$10.00 per unit
<b>4. Commercial Rentals -</b> <b>Submit address list of all rental units.</b> This cannot be combined with another type of business license.	\$40.00 per unit
<b>5. Delivery Service Only for Non-Resident Business</b>	\$50.00 per calendar year Flat Fee. <u>Do Not</u> pay per employee.
<b>6. 7-Day License -</b> May be renewed one time for a total of 14 days. These fees cannot be applied toward annual fee.	\$25.00 per calendar year
<b>7. Mobile Home Park</b>	\$4.00 per space
<b>8. Taxicab Company Permit – initial fee</b>	\$35.00 initial application
<b>9. Taxicab Driver Permit – initial fee</b>	\$35.00 initial application
<b>10. Taxicab Driver Permit – renewal fee</b>	\$20.00 per calendar year
<b>11. Late Application Fee –</b> Fail to file the application 30 days prior to the date the license is requested to be effective.	\$15.00
<b>12. Late Renewal Fee –</b> Fail to renew an annual business before February 1 <sup>st</sup> of the license year.	\$20.00 per month after Feb. 1st
<b>13. Transfer of License/Change of Business Ownership</b>	\$10.00
<b>14. Non-refundable Appeals Fee</b>	\$125.00
<b>15. OLCC Original Application Processing Fee</b>	\$100.00
<b>16. OLCC Change in Ownership, Location, or Privilege Processing Fee</b>	\$75.00
<b>17. OLCC Renewal or Temporary Application Processing Fee</b>	\$35.00
<b>18. Sidewalk Vendor Application Fee</b>	\$60.00 non-refundable
<b>19. Sidewalk Vendor Permit Fee</b>	\$75.00
<b>20. Sidewalk Vendor Appeal Fee</b>	\$75.00
<b>21. Sidewalk Vendor Renewal Fee –</b> Applies only to valid permits. If you have an invalid permit, you will need to begin the application process over again.	No fee unless permit is invalid

- ❖ Businesses granted licenses **after June 30th** shall pay 50% of the appropriate license fee total.
- ❖ Businesses granted licenses **after September 30th** shall pay 25% of the appropriate license fee total.
- ❖ The Change of Ownership/Re-Issue fee is \$10.
- ❖ Secondhand Dealers/Pawnbrokers and Taxicab companies are required to register their businesses on a separate application, in addition to this business license. Contact City Hall for appropriate forms to complete.
- ❖ **If you do not pay before February 1st, you will be assessed a late fee.**

*Example:* Mr. Smith comes in to get his Resident Business License renewed on May 15th, although he has been operating his business since January 1<sup>st</sup> of the year. He has two full-time employees in addition to himself. He will be assessed a \$20 late fee for the months of February, March, April, and May.

<b>Example:</b>		
Fee Type 1	\$	55.00
Plus 2 FT employees:		+ 0.00
<b>Total Fee</b>	\$	<b>65.00</b>
<b>Late Fee</b>	\$	+ 80.00 (\$20 x 4 months)
<b>TOTAL DUE</b>	\$	<b>145.00*</b>
<b>*Do not pay this amount!! This is an example only!!</b>		