

Phone: (503)397-6272
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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 Municipal Code Chapter 5.04 requires anyone conducting business within the City to be licensed. Applications must be submitted at least 30 days prior to the date the license is requested to be effective, otherwise applicant is subject to the Late Application Fee. 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.

PLEASE CHECK APPLICABLE:

- This is an initial application.
- I am no longer in business.
- I am a non-resident business & will renew my license when I work.
- I do not plan to renew this renewal year.
- I do not plan to renew next renewal year.
- I don't plan to work in St. Helens, so please remove me from your database. I will reapply when and if I do work in St. Helens.

Business Name: _____

Business Phone: _____

Business Address: _____

E-Mail Address: _____

City, State, Zip: _____

No. Employees: _____

Mailing Address: _____

No. Residential Rental Units: _____

City, State, Zip: _____

No. Commercial Rental Units: _____

Applicant Name: _____

Owner Name: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Applicant Phone: _____

Owner Phone: _____

Applicant DOB: _____

Owner DOB: _____

Driver's License No: _____ Issuing State: _____

Driver's License No: _____ Issuing State: _____

**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 Application or Late Renewal Fee, 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
- ◆ 2nd Hand Dealers / Pawnbrokers
- ◆ Petting Zoo, Animal Display or Parade

Business License Fee Schedule

Fee Type	Amount	(Fees are nonrefundable)
1. Resident Business - ☛ business location is inside St. Helens City Limits \$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. 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 +\$5.00	per calendar year per full-time employee or two part-time employees <i>Not to exceed a maximum of \$1000 annually.</i>
2. Non-Resident Business - ☛ business location is outside St. Helens City Limits	\$100.00 Flat Fee.	per calendar year Do Not pay per employee.
3. Residential Rentals (2 or more rental units) - Submit address list of all rental units. 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
4. Commercial Rentals - Submit address list of all rental units. This cannot be combined with another type of business license.	\$40.00	per unit
5. Delivery Service Only for Non-Resident Business	\$50.00 Flat Fee.	per calendar year Do Not pay per employee.
6. 7-Day License - May be renewed one time for a total of 14 days. These fees cannot be applied toward annual fee.	\$25.00	per calendar year
7. Mobile Home Park	\$4.00	per space
8. Taxicab Company Permit – initial fee	\$35.00	initial application
9. Taxicab Driver Permit – initial fee	\$35.00	initial application
10. Taxicab Driver Permit – renewal fee	\$20.00	per calendar year
11. Late Application Fee – Fail to file the application 30 days prior to the date the license is requested to be effective.	\$15.00	
12. Late Renewal Fee – Fail to renew an annual business before February 1 st of the license year.	\$20.00	per month after Feb. 1st
13. Transfer of License/Change of Business Ownership	\$10.00	
14. Non-refundable Appeals Fee	\$125.00	
15. OLCC Original Application Processing Fee	\$100.00	
16. OLCC Change in Ownership, Location, or Privilege Processing Fee	\$75.00	
17. OLCC Renewal or Temporary Application Processing Fee	\$35.00	
18. Sidewalk Vendor Application Fee	\$60.00	non-refundable
19. Sidewalk Vendor Permit Fee	\$75.00	
20. Sidewalk Vendor Appeal Fee	\$75.00	
21. Sidewalk Vendor Renewal Fee – 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 1st 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.

Example:

Fee Type 1	\$	55.00
Plus 2 FT employees:		+ 0.00
Total Fee	\$	65.00
Late Fee	\$	+ 80.00 (\$20 x 4 months)
TOTAL DUE	\$	145.00*

***Do not pay this amount!! This is an example only!!**