



CITY OF GLADSTONE
 Business License Application
 18505 Portland Avenue
 Gladstone, OR 97027
 www.ci.gladstone.or.us

License Number: _____
 Date Issued: _____
 Fee Paid: _____
 Receipt No. _____
 Fire Dept: _____
 Public Works: _____
 C-COM: _____
 Police Dept: _____

Business Information

Business Type (Please mark all that apply):
 General Business Home Occupation Rental Property Accessory Dwelling Unit (AUD) Rental
 New Renewal

Business Name	Doing Business As (DBA)	
Business Address or # of Rental Units	Business Mailing Address	
Business Phone	Mailing City, State, ZIP	
Tax ID Number (If applicable)	Contact Name at Business Location	
Type of Business (Describe)	# of Rental Units (if applicable)	Number of Employees

Business Owner and Contact Information

Owner Name	Address
Email Address	Phone No.
Emergency Contact Person	Emergency Contact Person Phone No.

Rental Property Owners

Please list all Rental Property Addresses within the Gladstone City Limits OWNED by the name or business above:

Hazardous Material

Does your business involve the storage or use of any flammable materials or supplies? Yes No

If YES, provide the name(s) of each material and the quantity kept at the business site. Attach additional sheet(s) as necessary.

Material Name: _____ Amount on Premises _____

Material Name: _____ Amount on Premises _____

Does your business use any products or materials that could be hazardous to humans or the environment if released or involved in a fire? Yes No

If YES, provide the name(s) of each material and the quantity kept at the business site. Attach additional sheet(s) as necessary.

Material Name: _____ Amount on Premises _____

Material Name: _____ Amount on Premises _____

Have you ever received a form from the State Fire Marshal's Office for reporting Hazardous Materials for this business? Yes No

Please complete reverse side before submitting your application. Incomplete applications will be returned.

Business License Fees (Non-Refundable)

- The annual license fee is for each calendar year January through December. A fee not paid within 30 days of its due date is delinquent.
 - If an application for a business license is made within the first six months of the calendar year, the person must pay the full license fee. If an application is made during the last six months of the calendar year, the person is only responsible for paying one-half of the annual license fees for the remainder of the year. Fees are not refundable.
 - Any new business that desires to conduct business within the city must apply at any time during the calendar year and prior to beginning operations. A license fee may be prorated as provided in Section 5.04.040(3). Any existing business must reapply annually to renew its license.
 - Each branch or establishment shall be considered a separate business and subject to a license.
 - All businesses operating within the City of Gladstone must comply with the City’s building, zoning, fire and police safety requirements.
 - All businesses located within the City of Gladstone must pay the “Business License Fee” plus the employee fee and/or rental unit fee.
- *All NEW Businesses operating out of a home residence is required to pay the regular Business License Fee, Home Occupation Business Fee and complete the Home Occupation Application.

**“Employee Fee” is based on the number of employees over 3 full-time equivalent (40 hours a week) employees. (ex. 1 employee working 15 hours weekly plus 1 employee working 25 hours weekly equal 1 full time employee).

***Number of Rental Units is defined as any space being used to generate rental income.

Home Occupation Business Fee* (for NEW Home Occupations ONLY) = \$50.00 \$ _____

General Business License Fees

- | | |
|--|---|
| <input type="checkbox"/> Full Year Business License Fee
<u>\$100.00</u>
(January 1 – December 31) | <input type="checkbox"/> Prorated Business License Fee
<u>\$50.00</u>
(July 1 – December 31) |
|--|---|

****Employee Fee**

\$5.00/per employee over 3 = **Total Employee Fee:**
 \$ _____

The first 3 employees are included in the business license fee and will not need to be included here.

Rental Property Business License Fees

Full Year Rental Fees (January 1 – December 31):

- \$ 125.00 for 1 Rental Unit
- \$ 150.00 for 2-5 Rental Units
- \$ 175.00 for 6-12 Rental Units
- \$ 200.00 for 13+ Rental Units

Half Year Rental Fees (July 1 – December 31):

- \$ 75.00 for 1 Rental Unit
- \$ 100.00 for 2-5 Rental Units
- \$ 125.00 for 6-12 Rental Units
- \$ 150.00 for 13+ Rental Units

TOTAL AMOUNT DUE: \$ _____

Owner/Principal Officer Signature Statement

Owner/Principal Officer, individually and on behalf of the business, represent that the business will be conducted during the year for which the business license is hereby applied in conformity with all laws of the State of Oregon and ordinances of the City of Gladstone, Oregon. Issuance of this license does not guarantee that the use conforms to the City of Gladstone’s land use regulations

AFFIDAVIT: I HEREBY CERTIFY THAT ALL INFORMATION IS TRUE, CORRECT AND COMPLETE BASED ON ALL INFORMATION OF WHICH I HAVE KNOWLEDGE.

Signature of Owner/Principal Officer

Printed Name

Date

Payment must accompany application. Make check payable to: City of Gladstone

Mailing address: City of Gladstone, Business License, 18505 Portland Avenue, Gladstone, OR 97027

Delinquent Charges: Business license renewal fees not paid on or before **FEBRUARY 1st** will be assessed a delinquent charge of \$10.00 per month. Failure to renew a business license may result in a Class “A” infraction as specified in Chapter 1.08 of the Gladstone Municipal Code (GMC). Each and every day Chapter 5.04 of the GMC is violated constitutes a separate offense.