



# 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 Marshal: _____
Public Works: _____
C-COM: _____
Police Dept: _____

General Business License  
  Home Occupation  
  Rental Property  
  Telecommunications  
  Renewal  
  New

## Business Information

Business Name	Doing Business As	
Business Address / # of Rental Units	Business Mailing Address	
Business Phone	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 in the space provided below.

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## 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 not be accepted.**

**Additional Information**

Do you have a Security Alarm in the City of Gladstone?  Yes  No If YES, Alarm Permit # \_\_\_\_\_  
If YES, you must obtain an Alarm Permit from the Gladstone Police Department. Please contact 503-557-2760 with any questions regarding an Alarm Permit. Forms are available online at [ww.ci.gladstone.or.us/police/page/gladstone-security-alarm-permit](http://ww.ci.gladstone.or.us/police/page/gladstone-security-alarm-permit) or the Gladstone Police Department.

**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 must pay the “Business License Fee” plus the employee fee and/or rental unit fee.
- “Employee Fee” is based on the number of employees over 3 full-time equivalent (120 hours a week) employees. (ex. 1 employee working 15 hours weekly plus 1 employee working 25 hours weekly equal 1 full time employee).
- \* All NEW Businesses being operated out of a home residence are required to pay the regular Business License Fee AND the one time Home Occupation Business Fee (for operating a business out of a residence).
- \*\* Number of Rental Units is defined as any space being used to generate rental income.

Full Year Business License Fee **\$100.00** (January 1 – December 31)       Prorated ½ Year Business License Fee **\$50.00** (July 1 – December 31)

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

Total Number of Employees \_\_\_\_\_

Number of Employees OVER 3 Full time employees \_\_\_\_\_ x \$5.00/per employee = Total Employee Fee: \$ \_\_\_\_\_

	\$ 25.00 for 1 Rental Unit	
Number of Rental Units** _____	\$ 50.00 for 2-5 Rental Units	= Total Rental Unit Fee: \$ _____
	\$ 75.00 for 6-12 Rental Units	
	\$ 100.00 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 MARCH 1<sup>st</sup> will be assessed a delinquent charge of \$10.00 per month. Failure to renew a business license may result in a Class “D” 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.