



CITY OF SHADY COVE
 Application for Business License
 PO Box 1210 / 22451 Hwy 62
 Shady Cove, Oregon 97539
 Phone (541) 878-8206 ** Fax (541) 878-2226

OFFICE USE ONLY

License No.: _____
 Date Paid: _____
 Amount: _____
 Cash CC #: Check #:

Commercial \$85.00 **Prorated** (months @ \$7.00) **1-30 Day \$10.00**

Corporation Name: _____
 Business Name: _____
 Business Address: _____
 Mailing Address: _____
 Business Phone: _____ Fax No: _____ Email: _____
 Cell Phone: _____ Federal Tax ID Number: _____
 Website: _____

Date business opened or (for contractors) when job started in Shady Cove: _____

Complete Business Description: _____

Check one of the boxes that best describes your business:

Service Retail Sales Delivery Contractor Rentals Wholesaler
 Sale/Firearms Sale/Used Merchandise Door to Door Solicitation Other

Individual/Sole Proprietor C Corporation S Corporation Partnership LLC: C or S or P Other

Owner(s) of Business: _____

Have you ever had a City of Shady Cove Business License: Yes No

If yes, approximate date: _____

Do you own or rent/lease building: Own Lease Home Occupancy: Yes No

Square footage of building: _____ Number of employees: _____
 (Including owners)

If rent/lease: Landlord name: _____

Landlord phone number: _____

Emergency Contact Information:

Name: _____ Phone No: _____

Your business location and sign placement will be checked by the zoning, building, and municipal code department. If you have any doubt that your business location, activity, and/or building does not conform with the requirements of the municipal code, you are urged to contact those departments for further information before completing this application.

I declare under penalty of perjury, that to the best of my knowledge and belief, the statements made herein are true:

Owner or Authorized Signature _____ Date _____

Mail completed form & payment to: **City of Shady Cove, PO Box 1210, Shady Cove, Oregon 97539**

Office Use Only

Planning Department: _____ Approved Denied Date: _____

Code Enforcement: _____ Approved Denied Date: _____

CITY OF SHADY COVE

**Municipal Code - 110.09
License Fee Schedule**



- (A) A person licensed under this subchapter shall pay a license fee in an amount established by resolution (see attached fee schedule - business license).
- (B) Licenses may be issued based upon the number of individuals conducting business and for specific business categories as enumerated by resolution.
- (C) In arriving at the number of individuals carrying on a business, the city shall count the proprietors, officers, partners and associates actively engaged in the business, either full or part time.
- (D) ***Licenses issued after December 31***, may be prorated for the remainder of the year. The fee is due for the full month in which it is purchased, regardless of the date purchased, in addition to each month for the balance of the fiscal year. To be eligible for proration, a license must also be purchased, in full for the following year, at the time the prorated fee is collected.
- (E) Annual license fees shall be in effect from July 1 through June 30. Fees shall be due and payable on July 1 of each year for the license commencing with the date and shall be delinquent on August 1 of that year.
- (F) There shall be a penalty of 20% added to all business license fees paid later than 30 days after they are due.
- (G) A duplicate license will be issued upon application and payment of a fee to replace the license previously issued which was lost or destroyed.
- (H) No transfer or assignment of any license issued under this subchapter is valid or permitted, except that when a person sells or transfers a business for which the license has been issued, the purchaser is not required to pay an additional license fee for the remainder of the fiscal year; provided, the person selling the business notifies the city in writing of the transfer of the business. This is only applicable if the location and nature of the business is unchanged.
- (I) At all times after the issuance of the business license, the licensee shall cause it to be posted in a conspicuous place upon the business premises, available for inspection by the public and by employees and prospective employees of the business.

Business Licenses

Business License	85.00	All business Licenses. Businesses located in the city, out of City or Home Occupation, etc.
Duplicate Business License	10.00	
1 to 30 Day License	10.00	
License Reinstatement Fee	25.00	
Prorated Business License	7.00/mo. + Next Fiscal Yr.	For a new business beginning after 12/31 through the end of the fiscal year + full rate of next fiscal year.