



# APPLICATION FOR CITY BUSINESS LICENSE

1924 COUNCIL ST \* PO BOX 326 \* FOREST GROVE, OR 97116-0326

PH (503) 992-3348 \* FAX (503) 992-3199

BL@FORESTGROVE-OR.GOV \* WWW.FORESTGROVE-OR.GOV

NEW

OWNERSHIP CHANGE

NAME /ADDRESS CHANGE

Business Information	Business Owner and Contact Information
Business Name	Owner Name
DBA Name (if different)	Owner Address
Business Site Address	City, State, Zip
City, State, Zip	Owner Phone
Business Phone	Business Contact Name
Business Email	Business Phone and Contact Relation to Business
Business Mailing Address (if different)	Business Contact Name
City, State, Zip	Business Phone and Contact Relation to Business

If not owner of property (Forest Grove locations only), Property Owner or Management Company and Phone

Brief Business Description (REQUIRED)/What specific activity are you conducting?

Type of Ownership

Corporation  LLC  LLP  Sole Proprietor  Partnership  Non-Profit

Business located within City limits?

Yes  No

Home based business?

Yes  No

Mobile business?

Yes  No

Business located within a shopping center?

19th Ave Plaza  Ballard Towne Square  FG Shopping Center  Stonewood Center  N/A

Business Category (select only one)

- |  |   |
|--|---|
| <input type="checkbox"/> ACFO Accommodation/Food/Beverage                              | <input type="checkbox"/> FOOD Food Truck/Mobile Business - <b>Prop Owner letter</b>     |
| <input type="checkbox"/> ARTS Arts/Entertainment/Recreation                            | <input type="checkbox"/> RET Retail - <b>Used Goods requires Dealers Permit</b>         |
| <input type="checkbox"/> CARE Adult/Child Care - <b>State license &amp; Floor plan</b> | <input type="checkbox"/> COM Commercial Services  |
| <input type="checkbox"/> ED Educational Services                                       | <input type="checkbox"/> MFG Manufacturing  |
| <input type="checkbox"/> HCSS Health Care/Social Services                              | <input type="checkbox"/> TRAN Transport/Warehouse                                       |
| <input type="checkbox"/> PRO Professional Services                                     | <input type="checkbox"/> WEB Web Based  |
| <input type="checkbox"/> SEC Security Services   | <input type="checkbox"/> WHO Wholesale/Trade  |
| <input type="checkbox"/> REAL Real Estate Services/Landlords/Property Mgmt             | <input type="checkbox"/> AGFO Agriculture/Forestry/Mining                               |
| <input type="checkbox"/> CONT Contractors - <b>without Metro license</b>               | <input type="checkbox"/> METR Metro Contractor - <b>requires active Metro license #</b> |

If contractor, CCB # and Expiration

If contractor, Metro # and Expiration (if applicable)

Contractors - if you have an active Metro license and include the number and expiration date above, no fee is required to accompany this application. You may email both pages of the application to the Business License office at BL@forestgrove-or.gov.

**Business License Fee Calculation**

Application Fee - includes a new application fee (A) + the business license fee based upon number of FTEs (B)

A. New Business License Application Fee	\$ 29.40	\$ 29.40
---	----------	----------

B. Business License Fee (based upon number of FTEs - definition below\*)

0 - 2.5 full-time equivalents	\$ 41.00	
3 - 4.5 full-time equivalents	\$ 58.50	
5 - 10.5 full-time equivalents	\$ 87.50	
11 - 50.5 full-time equivalents	\$ 117.00	
51 or more full-time equivalents <i>(capped at \$292.50 annually)</i>	\$117.00 + \$1.18 per FTE over 50	

# of FTEs (REQUIRED)

\$

C. Total Amount Due with Application

\$

Payment must be included with application in the form of cash, check, or money order made payable to the *City of Forest Grove*.

\* Full-Time Equivalent (FTE) definition

- An employee working thirty two (32) or more hours per week throughout the year shall be considered full-time and count as one (1) FTE.
- An employee working less than thirty two (32) hours per week or who is a temporary or seasonal employee shall count as one-half (0.50) FTE.
- Landlords, Property and Business Owners count as one (1) FTE.

§ 111.060 BUSINESS RECYCLING REQUIREMENT

- (A) All businesses required to have a city business license, as specified in § 110.025, shall recycle as follows:
- (1) Businesses shall source separate from the waste stream all paper, cardboard, glass/plastic bottles or jars, and aluminum/tin cans;
  - (2) Businesses and business recycling service customers shall provide recycling containers for internal maintenance or work areas where recyclable materials may be collected, stored, or both; and
  - (3) Businesses and business recycling service customers shall post accurate signs where recyclable materials are collected, stored, or both that identify the materials that the business must source separate and that provide recycling instructions.

- (B) (1) This section does not apply to a business operated from a residence. A **RESIDENCE** is the place where a person lives.
- (2) A business may seek an exemption from the requirements in division (A) above, if:
- (a) The business provides access to the city or designated agent for a site visit; and
  - (b) The city or designated agent determines during the site visit that the business cannot comply with the business recycling requirement because of space or economic restrictions or other extenuating circumstances.
- (C) To assist businesses in compliance with this section, the city or designated agent shall:
- (1) Notify businesses of the business recycling requirement at the time application is made for a business license;
  - (2) Provide businesses with education and technical assistance to assist with meeting the requirements of this section; and
  - (3) The city's business license procedures shall include provisions requiring that the business shall certify that they have complied with the requirements of this section upon signing the business license application and the business shall also certify upon renewal of the business license that they have complied with the requirements of this section.
- (D) A business that does not comply with the business recycling requirement may receive a written notice of noncompliance. The notice shall describe:
- (1) The violation;
  - (2) How the business or business recycling service customer can cure the violation within the time specified in the notice; and
  - (3) An offer of assistance with compliance.
- (E) A business or business recycling service customer that does not cure the violation within the time specified in the notice of noncompliance may receive a written citation. The citation shall provide:
- (1) An additional opportunity to cure the violation within the time specified on the citation; and
  - (2) Notification to the business or business recycling service customer that it may be subject to a fine under the provisions of § 10.99.
- (F) A business or business recycling service customer that does not cure the violation within the time specified in the notice of noncompliance may be subject to a fine. The general penalty of violation is punishable under the provisions of § 10.99.

(Prior Code, § 7.700) (Ord. 2009-06, passed 5-26-2009)

\* Issuance of a business license does not excuse a business from compliance with applicable federal, state, and municipal laws, including regulations of the City. The undersigned declares, under penalty of law, that the information in this application is true. A copy of this application may be disclosed to requestors under Oregon's Public Records Law.

Signature of Authorized Agent	Printed Name and Title	Date
-------------------------------	------------------------	------

Office Use Only		
Date received	Received by	Amount Paid