



APPLICATION FOR CITY BUSINESS LICENSE LANDLORD

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

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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
Brief Business Description (REQUIRED)/What specific activity are you conducting? Landlord/Property Owner <input type="checkbox"/> Property Management Company <input type="checkbox"/>	
Type of Ownership Corporation <input type="checkbox"/> LLC <input type="checkbox"/> LLP <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Non-Profit <input type="checkbox"/>	
Business located within City limits? Yes <input type="checkbox"/> No <input type="checkbox"/>	Home based business? Yes <input type="checkbox"/> No <input type="checkbox"/>
Business located within a shopping center? 19th Ave Plaza <input type="checkbox"/> Ballad Towne Square <input type="checkbox"/> FG Shopping Center <input type="checkbox"/> Stonewood Center <input type="checkbox"/> N/A <input type="checkbox"/>	
Business Category <input type="checkbox"/> REAL Real Estate Services/Landlords/Property Mgmt	
Please list all Forest Grove rental property addresses, including number of units, for this owner or property management company	

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

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

	_____	\$
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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*.

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* 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
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Office Use Only		
Date received	Received by	Amount Paid