



City of King City, Oregon Business License Application

Title 5 - BUSINESS TAXES, LICENSES AND REGULATIONS

New Business or New Owners Only

BUSINESS INFORMATION:

Doing Business As (DBA) Name

Address (if home address, please see Home Occupation Permit information and permit)

City State Zip

Telephone Fax

Email Address for Business License Correspondence

Applicant Information (Person applying):

Name of Applicant

Owner Agent (check one)

Property Information:

Property/Bldg. Owners Name Address

LEGAL ENTITY INFORMATION:

Registered Business Name (if different)

Address

City State Zip

Owner/Emergency Contact Names & Telephone:

1. _____

2. _____

Telephone of Applicant

We announce new businesses on our website and/or social media. Would you like us to include your business information? Yes No

OTHER BUSINESS INFORMATION NEEDED:

Tax-Exempt Status Approval or EIN #: _____

Contractor #: _____

(Attach copy of Organization's "Letter of Determination" from the IRS)

(Attach a copy of the Oregon State Contractor's License)

Type of Business (check one) Bank/S&L Dental Medical Distributor Retail Restaurant Contractor Sales Office
 Other (explain) _____

Describe what is to be sold or what services are being offered: _____

Business startup date in King City (for temporary license, provide date of temporary work): Start Date: _____ End Date: _____

ALARM PERMIT: If your business has an active security alarm system, you must obtain an Alarm Permit from the King City Police Department. Please download an application at http://www.ci.king-city.or.us/services/online_forms/index.php#outer-139 or call (503)639-4082

PLEASE RETURN APPLICATION AND REMIT PAYMENT TO:

City of King City
15300 S.W. 116th Ave.
King City, OR 97224

ALL Information provided is subject to Public Records Requests.

If you have questions about your business license,
call (503)639-4082 or send an email to generalinformation@ci.king-city.or.us

Signature of Business Owner Date

FOR OFFICE USE ONLY:

License #: _____

Date: _____

Amount: _____

By: _____

Receipt # _____

OTHER BUSINESS INFORMATION NEEDED (Continued):

1. Will your Business be taking over an existing business? Yes No

If yes, is your type of Business different from the previous Business on the site? Yes No

If yes, please describe the nature of your new Business:

2. Will your new Business require interior remodeling? Yes No

If yes, please describe the type of changes proposed (new floor area, structural/mechanical/electrical/plumbing?)

3. Will the Business require exterior changes to the site such as parking, storage or exterior display? Yes No

If yes, please describe the type of changes proposed:

4. Will your Business require new signs? Yes No

5. Will there be multiple businesses on the property? Yes No

6. Will your Business be operating out of a home? Yes No

If yes, please fill out a home occupation permit, which can be obtained from our website at: http://www.ci.king-city.or.us/services/online_forms/index.php#

7. Will your Business be temporary (30 days or less) or seasonal? Yes No

8. Will your Business have an active security alarm system? Yes No

If your Business has an active security alarm system, you must obtain an Alarm Permit from the King City Police Department call 503-639-4082

FEES AND OTHER INFORMATION:

Business Registration is required annually for all businesses doing business in the City. There will be no prorating of tax for any business.

Fees per Resolution No. R-2020-18 (check one):

- Standard first-year base fee (original business tax) \$ 167
- Renewal after the first year \$105
- Three (3) months of any year \$75
- Temporary Business (up to 30 days) \$60

Delinquent Registration 10% of the original business tax plus interest at 9% per annum from the due date until full payment is received

Business Registrations are considered delinquent thirty (30) days after July 1st every year.

Metro Business License versus City Business Registration or Both:

Instead of obtaining separate business licenses/registrations within each Portland-area City that you conduct business in, you can purchase a single license from Metro to construct, alter, and repair structures in 20 cities that have licensing/registration requirements in the metropolitan area, excluding Portland. The license covers all construction trades, both commercial and residential, as well as all landscape contractors. Exception: if your principal place of Business is inside the City of King City, the Business is required to apply for a City of King City Business Registration in addition to the Metro license. For Metro applications, contact Metro at 503-797-1620 or visit their website at: <http://www.oregonmetro.gov/tools-working/regional-contractors-business-license>

- PENALTY:** Violation of the City of King City Business License Ordinance constitutes a Class II Civil Infraction and carries a civil penalty of up to \$100.00 per day of violation plus hearings cost and witness fees, if any.
- NOTE:** A business license does not imply city approval or endorsement to operate the business or the location of the business.
- NOTE:** Additional regulations may apply.

DISCLAIMER: The Information provided on this application is a public record of the City of King City and may be subject to the State of Oregon Retention Schedule and may be subject to public disclosure under the Oregon Public Records Law.

Submitting this application does not assume zoning compliance for your business type. Please contact the Planning Department at (503)639-4082 for business zoning questions.