



# City of King City, Oregon Business License Application

Title 5 - BUSINESS TAXES, LICENSES AND REGULATIONS

Renewal  Change of Information (New owners are required to fill out a New Business License Application)

### 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 #: \_\_\_\_\_

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

Contractor #: \_\_\_\_\_

(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](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. 116<sup>th</sup> Ave.  
King City, OR 97224

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

\_\_\_\_\_  
Signature of Business Owner Date

King City Oregon Business License Application Continued

### FOR OFFICE USE ONLY:

License #: \_\_\_\_\_

Date: \_\_\_\_\_

Amount: \_\_\_\_\_

By: \_\_\_\_\_

Receipt # \_\_\_\_\_

---

**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 first year \$105
- 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) day 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.

---

**The information provided on this application is public record. 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.**