

## Business License Frequently Asked Questions (FAQ)

### **Why does the City have a business license program?**

Business licenses are required and restrictions imposed by the Oregon City Municipal Code ([OCMC 5.04](#)). These codes were enacted to ensure the public's interest by regulating businesses to make sure they comply with applicable laws and ordinances, and conduct themselves in a manner that does not detract from the public health, safety, and welfare. The City administers this program, monitors compliance, and conducts enforcement as necessary.

### **Who needs a City of Oregon City business license?**

Unless specifically exempted by State law or ([OCMC 5.04.030](#)), Oregon City Municipal Code requires anyone who conducts business within the City of Oregon City to have a business license. Nonprofit organizations with proof of 501 (C)(3) status are required to obtain a business license but no license fee will be charged.

Business Name must be registered with the [Oregon Secretary of State\(link is external\)](#).

### **How soon does a NEW business need to apply for a business license?**

The [business license application\(link is external\)](#) for a new business should be **received thirty (30) days before the business opens**. Penalties may apply if these timeframes are not met.

### **Where does a person go to apply for a business license?**

Please apply [online\(link is external\)](#). Visit the City of Oregon City's [Business License web page](#) for detailed instructions on how to apply. For more Information, please contact Business Licensing at [503-496-1519](#).

**How much will it cost?** The Oregon City Commission approves all changes to the Business Licensing structure. [View the Business License Fees](#).

### **Does that include working out of a home?**

Yes. Once the proposed business (home occupation) complies with City zoning codes, it would need a business license.

### **What about for door-to-door solicitation?**

Solicitation for any purposes, e.g., for-profit business, non-profit organization, charitable entity, or political candidate or measure, must be conducted in accordance with ([OCMC 5.16](#)).

### **What if the business is only temporary?**

Temporary Business licenses are issued for a 2-week period. There shall be no limit on the number of temporary business licenses issued. The cost of such licenses shall be established by resolution.

## Business License Frequently Asked Questions (FAQ) - continued

### **What about special events?**

An event may be considered a “Special Event” requiring a Public Works [Special Event Permit](#) if any of the following apply:

- Gatherings/events that involve large groups of people impacting the right-of-way
- Advertised to the public and do not occur regularly on a site
- Cause impact to or use City streets (including curb or parking lane), sidewalks and/or public rights-of-way
- Cause impact to a public parking lot

### **What about the Farmers Market?**

Only the primary organizer is required to obtain a business license. Vendors registered with organizers of events held in the public right of way are exempt from business license requirements.

### **What about Contractors?**

Contractors who have an Active Metro license and whose project is less than \$250,000, are exempt from business license requirements. ([What is Metro? | Metro\(link is external\)](#))

### **How long is the business license good for?**

Business licenses are renewed annually. New business licenses are prorated based on the remaining months in the year. Thereafter, the renewal period is from December 1<sup>st</sup> to January 31<sup>st</sup>.

### **What if a business has more than one location?**

If a business has multiple locations, each location must have a separate business license.

### **What if a business is not in the city limits?**

Businesses and solicitors with no fixed place of business within the city limits, operating within the legal boundaries of Oregon City must obtain a business license. No person shall carry on any business within the city without first obtaining a license. Only businesses that are located within the city limits are considered ‘In-City’.