

**City of Scappoose**

33568 East Columbia Ave.  
Scappoose, Oregon 97056  
Phone 503-543-7146  
Fax 503-543-7182

YEAR ENDING DECEMBER 31, 07  
OPENING DAY OF BUSINESS  
\_\_\_\_\_

**Application for City Business Registration**

SCAPPOOSE MUNICIPAL CODE, TITLE 5, BUSINESS LICENSE AND REGULATION, REQUIRES ALL FEES ARE DUE AND PAYABLE BY JANUARY 1<sup>ST</sup> EACH YEAR. FAILURE TO PAY FEES BY DUE DATE WILL INCUR A PENALTY.

Owner Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Business Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
Bus. Location: \_\_\_\_\_ \* No. Employees: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ \* Owner Date of Birth: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ \* Owner Driver's License #: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

**\* ONLY FOR BUSINESSES LOCATION IN CITY LIMITS**

Description of Business: (give details)

Check One:

Retail  Wholesale  Financial  Service  Manufacturing  Rentals  Real Estate  Other  Home Occupation  Contractor

Builder Board License # (For Contractors) \_\_\_\_\_

**IMPORTANT - READ AND SIGN BELOW RETURN WITH FEE. VALIDATED LICENSE WILL BE MAILED TO YOU.**

**FEES:**  
Business located in City Limits: \$55.00 (includes 2 employees/ \$6.00 per each additional employee)  
 New Registration Fee \$ \_\_\_\_\_  
 Renewal Penalty Fee \$ \_\_\_\_\_ Business located out of City Limits: \$100.00 (good until Dec 31, 2007)  
OR 7-days for \$40.00  
Total Due \$ \_\_\_\_\_ Rental Units: \$55.00 (includes first unit) \$5.00 per each additional unit

**Signed By** \_\_\_\_\_ **Office/Title** \_\_\_\_\_ **Date** \_\_\_\_\_

I certify that the above information is correct (Make any corrections as needed)

NOTE: Additional City Permits may be necessary before the owner can commence business.

**OFFICE USE ONLY**

Planning \_\_\_\_\_ City Manager \_\_\_\_\_  
Building \_\_\_\_\_ Police \_\_\_\_\_

\_\_\_\_\_  
Amount Paid Date Issued By Receipt # Type Code Date Business Discontinued License Number

If you change your business address, nature of business, or if you are no longer doing business in Scappoose, please notify City Hall.