

# 2012 Application for City Business Registration

## City of Scappoose

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

YEAR ENDING DECEMBER 31, 2012  
OPENING DAY OF BUSINESS \_\_\_\_\_

SCAPPOOSE MUNICIPAL CODE, TITLE 5, BUSINESS LICENSE AND REGULATION, REQUIRES ALL FEES ARE DUE AND PAYABLE BY JANUARY 1<sup>ST</sup> EACH YEAR (UNLESS YOU ARE OUT SIDE OF THE CITY LIMITS THEN IT MUST BE RENEWED PRIOR TO WORKING IN THE CITY OF SCAPPOOSE), FAILURE TO PAY FEES BY DUE DATE WILL INCUR A PENALTY.

Owner Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Bus. Location: \_\_\_\_\_ \* No. Employees: \_\_\_\_\_  
(Number of employees working 20 hours or more per week)

City, State, Zip: \_\_\_\_\_ \* Owner Date of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ \* Owner Driver's License #: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ \* No. of Rentals: \_\_\_\_\_

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

Description of Business: (give details)

### Check One:

Retail  Wholesale  Financial  Service  Manufacturing  Rentals  Real Estate  Home Occupation  Other

Contractor/Landscaper **Contractors/Landscapers Board License #** \_\_\_\_\_

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

### FEES:

New Registration Fee \$ \_\_\_\_\_  
 Renewal

Business located in **City Limits: EXEMPT FOR 2012**  
Rental Units: **EXEMPT FOR 2012**

Penalty Fee \$ \_\_\_\_\_ Business located **out of City Limits: \$100.00** (good until Dec 31, 2012)  
OR

Total Due \$ \_\_\_\_\_ **7 consecutive days** for \$40.00

**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.**