



## BUSINESS LICENSE APPLICATION

As required under City of Phoenix Municipal Code, Title 5 - Business Taxes, Licenses and Regulations.

Step 1 - Application Type	
<input type="checkbox"/>	New Application (Business located within City Limits) → <b>Go to Step 2a</b>
<input type="checkbox"/>	New Application (Business located outside of Phoenix) → <b>Go to Step 4</b>
<input type="checkbox"/>	Change of Ownership → <b>Go to Step 3</b>
Step 2a – Location	
<input type="checkbox"/>	Will your business be located in a Residential Structure? → <b>Go to Step 2b</b>
<input type="checkbox"/>	Will your business be located in a Commercial Structure? → <b>Go to Step 3</b>
Step 2b - Home Occupation	
<input type="checkbox"/>	I have read and understand the rules and regulations for running a business out of my home. I also understand that an initial fee of \$75/\$15 is due at the time this application is approved. See page 4 for more information about Home Occupation Permits.
Step 3 - Number of Employees	
Number of employees:	
Step 4 - Business Information	
Business Name:	
Local Contact Name:	
Business Phone Number:	
Business E-mail:	
Street Address of Business Location:	
City:	State: ZIP:
Detailed Description of Business:	
If any, please list license numbers (CCB, PB, etc.):	
Step 5 - Business Ownership	
Business Owner Name:	
Owner Phone Number:	
Owner E-mail:	
Business Mailing Address:	
City:	State: ZIP:
Step 6 - Additional Information	
Temporary Business:	<input type="radio"/> No <input type="radio"/> Yes
Going door-to-door/passing out flyers:	<input type="radio"/> No <input type="radio"/> Yes
Sale/Distribution/Processing/Cultivations of Marijuana	<input type="radio"/> No <input type="radio"/> Yes
Sale of Alcohol:	<input type="radio"/> No <input type="radio"/> Yes
Step 7 - Emergency Contacts	
Alarm Company:	
Name:	Phone Number:
Property Owner:	
Name:	Phone Number:
Local Manager:	
Name:	Phone Number:



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<b>Additional Fees May Apply for the Following:</b>	
<input type="checkbox"/>	Home Occupation - I have read and understand the rules and regulations for running a business out of my home. I also understand that an initial fee of \$75 due at the time this application is approved. The foregoing shall be deemed conditions of this permit: Applicant shall adhere to all requirements as outlined in the Phoenix Land Development Code, Chapter 2.2.9.M - Home Occupation. It is also the applicant's responsibility to check for compliance with CC&R's, if any apply.
<input type="checkbox"/>	Low Impact Home Occupation - I have read and understand the rules and regulations for running a business out of my home. I also understand that an initial fee of \$15 is due at the time this application is approved. The foregoing shall be deemed conditions of this permit: Applicant shall adhere to all requirements as outlined in the Phoenix Land Development Code, Chapter 2.2.9.M - Home Occupation. It is also the applicant's responsibility to check for compliance with CC&R's, if any apply.
<input type="checkbox"/>	Sale/Distribution/Processing/Cultivations of Marijuana - Additional Fees may apply. Contact the Planning & Building Department for more information.
<input type="checkbox"/>	Sale of Alcohol - I understand that sale of alcohol has to be approved through the City Council and the OLCC Board.
<input type="checkbox"/>	Sign Permit - I understand that if I install any new signs (other than simply replacing the face of the sign) a separate permit is required with a fee of \$135 due before the installation of any sign(s).
<b>Signature:</b>	
Sign: _____	Date: _____

Base Fee (Inside City/Outside City):	\$84.00 / \$60.00	<u>Please make checks payable to:</u> City of Phoenix 112 W 2nd St Phoenix, OR 97535 <a href="http://www.phoenixoregon.gov">www.phoenixoregon.gov</a>
Number of Employees (after the first 3):		
Total Additional Fees:		
Total:		
Change of Use:		o No    o Yes
Special Building Inspection:		o No    o Yes
Parking Requirements Met:		o No    o Yes
Change in SDC Requirements:		o No    o Yes
RVSS Notified:		o No    o Yes
Planning Requirements Met: Yes / No	Reason for Denial (if any):	Not valid without paid stamp below:
Building Requirements Met: Yes / No		
Approving Official Signature:		
Receipt No:		