



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) → Go to Step 2a	
<input type="checkbox"/>	New Application (Business located outside of Phoenix) → Go to Step 4	
<input type="checkbox"/>	Change of Ownership → Go to Step 3	
<input type="checkbox"/>	Business License Renewal → Go to Step 3	
Step 2a – Location		
<input type="checkbox"/>	Will your business be located in a Residential Structure? → Go to Step 2b	
<input type="checkbox"/>	Will your business be located in a Commercial Structure? → Go to Step 3	
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 a Home Occupation Application fee is due prior to this application approval.	
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	
Home Occupation:	<input type="radio"/> No <input type="radio"/> Yes	
Step 7 - Emergency Contacts		
Property Owner:		
Name:	Phone Number:	
Local Manager:		
Name:	Phone Number:	



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Please note business licenses run on a fiscal year cycle from July 1, to June 30.

Signature:	
Sign: _____	Date: _____

Completed by City Staff

When applying for a new business license between the months of January and June, a prorated charge for the additional months will be included with the base fee. For businesses inside the City Limits of Phoenix, include an additional \$7.00 for each month. For businesses outside of the City Limits of Phoenix, include an additional \$5.00 for each month. Base Fee (Inside City/Outside City):	\$7.00 \$5.00 \$84.00 / \$60.00	<u>Please make checks payable to:</u> City of Phoenix 220 N. Main St. Phoenix, OR 97535 www.phoenixoregon.gov	
Number of Employees (after the first 3):			
Total Additional Fees:			
Total:			
Planning Requirements Met: Yes / No / NA	Reason for Denial (if any):	Not valid without paid stamp below:	
Building Requirements Met: Yes / No / NA			
Approving Official Signature:			
Receipt No:			