



City of Jacksonville

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Jacksonville, Or. 97530
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www.jacksonvilleor.us

Business License Application FY 2016-17

As required under Jacksonville Municipal Code Chapter 5.04

Please fill out the attached form completely to ensure accuracy of information. Print clearly! Any incomplete forms will need to be returned to you for completion and your business license will be held up until it is received.

New Registration

The application fee for a business registration is based on the fiscal year of July 1 to June 30.

Non Profits are exempt from the fee if 501(c)(3) proof of Non Profit status is provided.

Renewal

Full Year (July 1 – June 30) \$80.00

Change of Ownership

Half Year (Jan 1 – June 30) \$40.00

Relocation of Business

Day (Up to Four Days per year) \$10.00 per day

Date(s) of day license _____ Site Address for day license _____ (required for day license)

BUSINESS INFORMATION

Business Name (Please include all names associated with the business - i.e. corporations, DBA, etc.)

Business Physical Address (Please Complete)

Business Mailing Address (Please Complete)

City, State, Zip

City, State, Zip

Business Telephone: ()

Business Cell: ()

Business Owner Name (or corporation name and contact person as appropriate)

Description of Business Activity:

Type of Business: 501(c)(3) Corporation Limited Liability Corporation Sole Proprietorship
 Limited Liability Partnership Partnership

If Contractor: CCB#
LCB#

Certified Arborist? Y/N State License#
PB#

ADDITIONAL BUSINESS INFORMATION

Is the business located in your home (if business is within the City limits of Jacksonville)? Y/N

(Staff – attach routing slip for planning if YES)

Has the Planning Dept. already issued Home Occupation Permit? Y/N

(Staff – attach routing slip for planning if YES)

Is the business located in a commercial space in Jacksonville? Y/N

(Staff – attach routing slip for planning if YES)

Has the Planning Dept. already approved commercial space? Y/N

(Staff – attach routing slip for planning if NO)

Is the business located within the parking district? Y/N

(Staff – attach routing slip for planning if YES)

Does the business require an OLCC license? Y/N

Has City Council already approved OLCC License? Y/N (Staff – attach routing slip if No. Needs City Council Approval)

I understand that the sale of alcohol has to be approved through City Council and the OLCC Board: Initial

BUSINESS REGISTRATION FEE SCHEDULE

Upon initial approval, the subsequent fiscal years will be billed unless the City is notified in writing of cancellation of registration. There will be no partial refund for businesses that cease operation within the fiscal year.

LICENSE FEES

Full Year Business License (July 1 – June 30) \$80.00
 Half Year Business License (Jan 1 – June 30) \$40.00
 Day License (Up to four per fiscal year) \$10.00

PENALTIES

Business License Late Fees (1-31 days) \$25.00
 Business License Late Fess (32-60 days) \$35.00
 Delinquent 61+ days \$1,000
 (fine billed per day and judge could impose 30 day jail sentence)

OLCC PERMIT FEES

New OLCC \$75.00 (needs City Council approval)
 Change of Ownership \$38.00
 Renewal or Temporary \$25.00

CALCULATED FEES

Full Years Business License \$ _____ Day Fee (number of days up to 4) _____ x \$10.00 \$ _____
 or
 Half Year Business License \$ _____ Parking District Fees \$ _____
 (calculated by staff - See routing slip)
 Number of employees after first three (3) _____
 x \$4.00 \$ _____ Grand Total \$ _____

SIGNATURE

I hereby certify the contents of this application to be correct to the best of my knowledge, and furthermore, that I have read, understand and acknowledge that the responsibility for complying with all applicable Jacksonville Municipal Codes, ordinances, or regulations rests solely with the applicant.

Applicants Signature _____ Title _____

Print Name _____ Date _____

FOR OFFICE USE ONLY

Date License Received	Date Licnese Paid	Receipt #	Date Permit Mailed	License #

You can pay online at GovTell. Once you have paid online please e-mail the form to recorder@jacksonvilleor.us or fax it to 541-899-7882. Please check this box to indicate you paid online so we can accurately record payment.