



# City of Umatilla

700 6<sup>th</sup> Street, PO Box 130, Umatilla, OR 97882  
 City Hall (541) 922-3226 Fax (541) 922-5758

## BUSINESS LICENSE APPLICATION

Please print legibly, fill out completely, and return to City Hall.

**Landlords or property managers must include a complete list of all rental units.**

If new business, please indicate date of opening: \_\_\_\_\_

Name of Business <i>As shown on license</i>			
Owner/Contact Person			
Type of Business			
Business Phone Number		Emergency Number	
Physical Address of Business			
Operation Hours			
Owner Phone Number		Owner Email	
Mailing Address			
Is a State License/Permit Required?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, permit number: _____
Signature			Date _____
***If you are a Landlord/Property Manager, please list all rental units. If additional space is required, attach on separate sheet.			

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### BUSINESS LICENSE NONTRANSFERABLE

Any person who shall within the corporate limits of the City engage in or carry on any business, for which a license is required, without first obtaining such a license or who shall in any manner fail to comply with any of the requirements shall be considered to have committed a Class B civil violation. A Class B infraction carries a penalty of up to \$250.00 for each day of violation.

**PLEASE NOTIFY CITY HALL IF YOU DISCONTINUE BUSINESS**

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### OFFICE USE ONLY

Date Received:		Receipt Number:		Chief of Police:	
Received By:		Administrator/Recorder		Building:	
Issued License #				Zoning:	

New or Renewal Fee: \$30.00

Late Fee: \$20.00 will be incurred after 7/15 for all renewals

## Business License Information

Oregon Secretary of State recommends the following steps for setting up a new business:

1. Do your research
2. Create a business plan
3. Select your business name and structure
4. Register your business
5. Learn about your tax obligations
6. Check into what license, permits or certification you need
7. Learn about other requirements
8. Meet ongoing registration

You can find more information from the State by going to [sos.oregon.gov/business/Pages/starting-business.aspx](https://sos.oregon.gov/business/Pages/starting-business.aspx)

### Business Licenses in the City of Umatilla

All Businesses that operate in the City of Umatilla are required to obtain a business license prior to operating. Your business license will require the approval of the Community Development Department, Police, and City Recorder. If you are interested in opening a business in the City of Umatilla, be sure to follow these important steps:

- Zoning for the intended business use must be approved by the Community Development Department and you must be able to conform to the off-street parking requirements (defined as parking other than parking on the street), if applicable;
- Choose a location best suited for your desired business;
- Come to the City Hall and fill out a Business License Application, which includes a \$30 non-refundable fee;
- Pay for your Business License in accordance with the schedule of costs set by City Ordinance.
- You will be notified by the City after final approval is obtained. If approval is denied, you will be notified by staff, along with the reasons for denial;

Businesses renewing their licenses for the next fiscal year, must ensure they are not in violation of any City Ordinance, State, or Federal Regulation or Law. The fiscal year runs from July 1<sup>st</sup> – June 30<sup>th</sup>. Any applications for renewal received after 7/15 will incur a late fee of \$20.00.

Please note: Additional permits, licenses, and information may be required depending on the type of business. Examples of these are gambling activity, liquor serving or food handling businesses, or contractors.

If you have any questions please call (541) 922-3226 or visit our website [www.umatilla-city.org](http://www.umatilla-city.org)

You can now pay for your Business License through our website. Click on **PAY MY PERMIT FEE** and enter **BL “YOUR COMPANY NAME”** as the permit number. Contact us for more information.