



May 24, 2013

## BUSINESS LICENSE REQUIREMENT FOR RENTAL PROPERTIES

Coos Bay City Hall  
500 Central Avenue  
Coos Bay, OR  
97420  
[www.coosbay.org](http://www.coosbay.org)

Police Department  
(541) 269-8911

Fire Department  
(541) 269-1191

Library  
(541) 269-1101

Public Works &  
Development  
Department  
(541) 269-8918

Economic  
Development  
(541) 269-8924

Finance  
Department  
(541) 269-8915

City Manager's  
Office  
(541) 269-8912

Per City of Coos Bay Municipal Code Chapter 5.05, owners or agents for residential and commercial rental property (Residential, Commercial and Industrial Leaseholds and Tenancies) are required to obtain a business license. City records indicate that business licenses have not been obtained this year for over 1,000 rental properties in Coos Bay. Likely, many residential and commercial rental property owners are unaware of the requirement to obtain a City business license.

In an attempt to update City records, the City will be sending out letters and Business License applications to any person or enterprise that deals directly or indirectly with residential, commercial and industrial leaseholds and tenancies involving property located within the City of Coos Bay.

Annual business license fees for residential, commercial, and industrial leaseholds and tenancies are as follows:

1 to 5 units	\$15.00 per year
6 to 12 units	\$15.00 per year plus \$2.50 per year per each unit in excess of five
Over 12 units	\$35.00 per year plus \$1.50 per year per each unit in excess of twelve

Any questions can be directed to the City of Coos Bay Public Works and Development Department at 541 269-8918. The full text of Coos Bay Municipal Code Chapter 5.05 can be found at <http://www.codepublishing.com/or/coosbay/>

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