



City of Coos Bay Public Works & Community Development

500 Central Ave., Coos Bay, Oregon 97420
Phone 541-269-8918 • Fax 541-269-8916
Email:permits@coosbay.org

Business License Application

New Renewal Transfer (change of ownership or name)

License Number: _____

Calendar Year: _____

Business name: _____
(NOTE: All applicants must register their business name with the State of Oregon if required.)

DBA: _____

Name of owner or primary contact: _____

Mailing address : _____

Physical address of business or rental unit(s): _____

(NOTE: New applications for commercial locations must attach a floor plan and lease agreement, if applicant is not owner. For rental units, list all properties within the city limits. Attach a separate sheet if needed.)

Type of business: _____

Does your business: serve alcohol _____ sell marijuana products _____ prepare/serves food _____

Business phone: _____ Contact name: _____

Email address: _____

Emergency contact name: _____ Phone : _____

License Fee: Please mark **only one** of the 5 choices. See reverse for descriptions. **Fee Amount**

1. General Retail & Service Businesses: Number of employees (including owners) = _____

2. Rentals – Residential, Commercial and Industrial Leaseholds & Tenancies:
Number of rental units, apartments, commercial properties, or RV spaces leased = _____

3. Contractors: CCB License GeneralLimited Special CCB No. _____ Exp. Date _____

4. Other, Taxi, Entertainment Club businesses: Type of business: _____

5. Transfer Fee – Change of : Ownership Business Name _____

Total = _____

Please return this application with your check made payable to the City of Coos Bay

Pursuant to Coos Bay Municipal Code 5.05.080 1(d), the City of Coos Bay may request proof of possession of any license, certificates, or registrations that are required by state or federal laws to conduct the type of business listed on the business license application. Possession of a Coos Bay business license does not in any way guarantee a holder has met the certification requirements for their occupation. I hereby agree to abide by all terms and provisions of the code referred to above and to furnish other information as may be required.

Applicant's Signature

Date

Department Use Only
Date Paid: _____
Date Issued: _____

SCHEDULE OF BUSINESS LICENSE FEES – CITY OF COOS BAY

(fee schedule per Resolution)

License fee herein required is due and payable on the first day of January of each calendar year and shall be delinquent on and thereafter the first day of February.

10% PENALTY assessed for EACH month or fraction of a month AFTER January 31st (applicable to renewals on existing unpaid accounts only)

Per City of Coos Bay Resolution 18-21, a 5% Technology Fee will be assessed on all permit fees (included in fees below).

1. GENERAL RETAIL & SERVICE BUSINESS

1 to 5 Employees (including owners)	\$26.25	per year
6 to 10 Employees (including owners)	\$52.50	per year
11 to 20 Employees (including owners)	\$105.00	per year
21 to 30 Employees (including owners)	\$131.25	per year
Over 30 Employees (including owners)	\$157.50	per year

2. RENTAL

RESIDENTIAL, COMMERCIAL AND INDUSTRIAL LEASEHOLDS & TENANCIES

Submit a current list of all income properties (residential & commercial) within the city limits

1-5 units	\$15.75	per year
6-12 units	\$15.75	per year PLUS \$2.63 for each unit in excess of 5 units
Over 12 units	\$36.75	per year PLUS \$1.58 for each unit in excess of 12 units

RV PARK

Mobile Home Park	\$78.75	per year for 1 st space PLUS \$2.10 each for spaces 2 to 15, PLUS \$1.05 for each space in excess of 15, with a maximum of \$525.00 per year
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3. CONTRACTOR – as listed with the Oregon State CCB

General Contractor	\$131.25	per year
Special Contractor	\$78.75	per year
Limited Contractor	\$26.25	per year

4. OTHER

Taxi/Vehicles for Passenger Hire	\$131.25	per year AND \$26.25 per vehicle PLUS each driver MUST have his or her own individual \$26.25 Business License (see CBMC Chapter 5.30 for list of requirements)
Seasonal Business	\$26.25	per season
Transient Business	\$52.50	per year (see Resolution 13-02 for Conditions/Specifications)
Transient Merchant	\$131.25	per day OR \$500 per year (whichever is less) AND posting of a \$2,500 bond for 1 year
Auction	\$52.50	per auction with an annual limit of \$262.50
Auto Wrecker	\$78.75	per year
Carnival & Circus	\$105.00	per performance or day AND \$500 refundable deposit
Flea Market, Craft Fair, etc.	\$26.25	per day PLUS \$1 per table per day
Exhibition	\$10.50	per each day
Entertainment Club	\$183.75	per year (see City of Coos Bay Ordinance 143)
Non-Profit	\$0	no fee, must provide proof of non-profit, tax-exempt status

<u>5. TRANSFER</u>	\$5.25	one time fee for a change in ownership or business name of a current/active business license.
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Make checks payable to City of Coos Bay

Please contact the Public Works & Community Development Department for questions or additional information.