



# City of Coos Bay Community Development Department

500 Central Ave., Coos Bay, Oregon 97420  
Phone 541-269-8918 • Fax 541-269-8916

## Business License Application

New       Renewal       Transfer       No longer in business (or call 541-269-8918)

License Number: \_\_\_\_\_

Calendar Year: \_\_\_\_\_

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

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. For rental units, list all properties within the city limits. Attach a separate sheet if needed.)*

Type of business: \_\_\_\_\_

Business phone: \_\_\_\_\_ Contact name: \_\_\_\_\_

Email address: \_\_\_\_\_

Emergency contact name: \_\_\_\_\_ Phone : \_\_\_\_\_

**License Fee:** Please mark only one of the 4 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  General  Limited  Special    CCB No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

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

**Technology Fee:** 5% of license fee: \_\_\_\_\_

**Late Fee:** For renewals paid after January 31<sup>st</sup>, add 10% of license fee per calendar month \_\_\_\_\_

**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 31<sup>st</sup>**

### **1. GENERAL RETAIL & SERVICE BUSINESS**

1 to 5 Employees (including owners) .....	\$25	per year
6 to 10 Employees (including owners) .....	\$50	per year
11 to 20 Employees (including owners) .....	\$100	per year
21 to 30 Employees (including owners) .....	\$125	per year
Over 30 Employees (including owners) .....	\$150	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	per year
6-12 units .....	\$15	per year PLUS \$2.50 for each unit in excess of 5 units
Over 12 units .....	\$35	per year PLUS \$1.50 for each unit in excess of 12 units

### **RV PARK**

Mobile Home Park .....	\$75	per year for 1 <sup>st</sup> space PLUS \$2 each for spaces 2 to 15, PLUS \$1 for each space in excess of 15, with a maximum of \$500 per year
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### **3. CONTRACTOR – as listed with the Oregon State CCB**

General Contractor .....	\$125	per year
Special Contractor .....	\$75	per year
Limited Contractor .....	\$25	per year

### **4. OTHER**

Taxi/Vehicles for Passenger Hire .....	\$125	per year AND \$25 per vehicle PLUS each driver MUST have his or her own individual \$25 Business License (see CBMC Chapter 5.30 for list of requirements)
Seasonal Business .....	\$25	per season
Transient Business .....	\$50	per year (see Resolution 13-02 for Conditions/Specifications)
Transient Merchant .....	\$125	per day OR \$500 per year (whichever is less) AND posting of a \$2,500 bond for 1 year
Auction .....	\$50	per auction with an annual limit of \$250
Auto Wrecker .....	\$75	per year
Carnival & Circus .....	\$100	per performance or day AND \$500 refundable deposit
Flea Market, Craft Fair, etc. ....	\$25	per day PLUS \$1 per table per day
Exhibition .....	\$10	per each day
Entertainment Club .....	\$175	per year (see City of Coos Bay Ordinance 143)
Non-Profit .....	\$0	no fee, must provide proof of non-profit, tax-exempt status

**Make checks payable to City of Coos Bay**

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