

CITY OF MEDFORD

411 W. 8TH ST
MEDFORD, OR 97501-3188
541-774-2025
(Fax) 541-774-2528



APPLICATION FOR BUSINESS AND REGULATORY LICENSES

NEW BUSINESS AND NEW LOCATIONS

The Medford Code requires annual licensing of each business operating in the city. Applicant must notify city within 30 days of any change in application information and keep all necessary county/state/federal licenses and permits current. Failure to do so will be treated as a misrepresentation and may result in revocation of license. Sign permits must be obtained from the Planning Department prior to any installation or painting of outdoor advertising.

Business start date _____ Is business based out of your home? _____

Name of Business _____

Owner of Business and Date of Birth _____

Address of Business _____

Street Address City State Zip Code

Mailing Address _____

City State Zip Code

Phone Number _____ Name of Business Manager _____

Oregon Construction Contractor Number _____ Expiration _____

Please describe the business activity and any accessory business activity. _____

Specify the products/services to be sold _____

Will you require any age-based restrictions to customer access or sales? _____

What was the prior use of the building (or tenant space): _____

No. of Employees including Owners _____ Area = _____ sq. ft.

Describe any recent remodeling or planned remodeling to this tenant space. If none, write "none" in the space provided." _____

I have signed the Home Occupancy forms and agree to its terms (if business is located in your home) _____
Initial

The undersigned applicant attests that the facts stated herein are true as I reasonably believe. I understand that this is a "sworn statement" and that any material misrepresentation contained herein will be cause for denial or revocation of license.

Signature: _____ Title: _____ Date _____

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

Business License Number _____
Basic Fee \$ _____
Penalty _____
TOTAL _____

Receipt No.	_____
Receipt Date	_____
Check No.	_____

BUSINESS LICENSE EXEMPTION FORM

I am exempt from the business license requirement because I am/my business qualifies under the following exemption:

8.080 Exemptions from License Requirements

The following persons are exempt from the tax imposed under Section 8.060:

- (1) Any person who is exempt from taxation under Section 501(a) of the Internal Revenue Code of the United States and produces an IRS determination letter of proof thereof;
 - (2) Government agencies and instrumentalities.
 - (3) Persons whose only business transactions in the city consist of the following:
 - (a) Sales, exchanges or involuntary conversions of real property not held for sale in the ordinary course of trade or business, unless the real property is used in the trade or business in connection with the production of income;
 - (b) The sale of personal property acquired for household or other personal use by the seller;
 - (c) Interest and dividends earned from investments which are not part of a trade or business and gains or losses incurred from the sale of investments which are not a part of a trade or business;
 - (d) An hourly, daily, weekly, monthly or annual wage or salary or commissions paid by his employer.
 - (4) Public utilities covered by franchise ordinances and paying taxes or fees to the city under the terms of the franchise.
 - (5) Businesses located outside the city having no permanent or temporary place of business in the city, but service businesses that perform services within the city shall not be exempt.
 - (6) Interstate common carriers licensed by the Interstate Commerce Commission, but their local agents shall not be exempt.
 - (7) Businesses exclusively engaged in interstate commerce which have no activities in the city other than an office.
 - (8) Businesses in which the field of taxing has been specifically preempted by the State of Oregon or the federal government, including but not limited to:
 - (a) Insurance agents and insurers other than domestic insurers formed under the laws of the State of Oregon, and
 - (b) Alcoholic liquor and beverage distributors.
 - (9) Beggars.
 - (10) Residential day care or child-caring facilities which are not required to have a Conditional Use Permit under Chapter 10 of this Code.
 - (11) Foster homes as defined in ORS 418.625(2) and adult foster homes as defined in ORS 443.705(1).
 - Other: _____
- _____
- _____

The undersigned applicant attests that the facts stated herein are true as I reasonably believe. I understand that this is a "sworn statement" and that any material misrepresentation contained herein will be cause for denial or revocation of license.

Signature: _____

Date _____

CITY OF MEDFORD

Business License Dept.
411 W. 8TH St. Room 358
MEDFORD, OR 97501-3188
541-774-2025
(Fax) 541-774-2528



BUSINESS LICENSE APPEAL PROCESS

If you feel that you are exempt or should be exempt, you must complete the following steps:

1. Complete the business license application together with the exemption form and return it to the Finance Department within the required deadline.

NOTE: Everyone must complete the business license application. If you do not return a completed business license application, we will act on our available information and begin enforcement proceedings for conducting business without a license under Medford Code 8.015. Failure to comply with Medford Code 8.015 may result in a citation and a \$150 fine.

2. All business license applications received with a completed exemption form will be reviewed by the Finance Department, with a decision mailed to your last known address within 14 days. The decision shall explain the grounds supporting the proposed action and shall notify the applicant of the right to appeal the action and of the procedure for appeal.

3. The exemption denial shall be final 14 days after the notice is mailed unless a written notice of appeal is received by the City Recorder. The notice of appeal shall explain all the grounds for the appeal. The City Council shall not consider argument based on any ground not listed in the notice of appeal.

4. If a timely notice of appeal is filed, the City Recorder shall notify you of when you are to appear before the City Council for the appeal hearing. The hearing shall be scheduled not less than 10 nor more than 30 days after the notice is mailed.

5. If the City Council finds on the basis of the evidence submitted at the hearing that the City's action was properly taken, it shall adopt an order affirming that action. If the Council finds that the action was not properly taken, it shall adopt an order modifying or reversing the action. The order shall include findings of fact and conclusions of law in support of the decision. The decision of the City Council shall be the final decision of the City on the matter.

6. The City Council's decision can be appealed by filing a petition for writ of review in the Circuit Court.



FINANCE DEPARTMENT
www.ci.medford.or.us
(541) 774-2025

CITY OF MEDFORD
411 West 8th Street
Medford, Oregon 97501

CITY OF MEDFORD BUSINESS LICENSE

WHO IS REQUIRED TO OBTAIN A BUSINESS LICENSE?

Anyone transacting or soliciting business in the City of Medford including, but not limited to manufacturing, wholesale/retail and services, whether or not your business location is within the city limits.

WHAT IS THE FEE?

Effective July 1, 2007 \$60 per year for home-based businesses and \$100 per year for commercial locations. Renewed yearly based on the anniversary month.

WHAT IS THE PURPOSE OF A BUSINESS LICENSE?

To generate revenue, and ensure compliance with city codes relating to Building, Planning, Fire and Engineering.

HOW DO I GET MY LICENSE?

Complete an application at Room 358, City Hall, for review, then hand carry it through the Building, Planning, Fire, Police and Engineering Departments for their endorsements. (Applications received in the mail may require at least 3 weeks processing time).

WILL I RECEIVE A LICENSE IMMEDIATELY?

Occasionally, on-site inspections may be required prior to endorsement. Upon receiving these endorsements, and payment to the Finance Department of the business license and any other applicable fees, you will receive copies of your application and receipt. You are licensed at that point. In approximately 3 weeks a computer generated business license will be mailed to you.

WHAT IF I OPERATE WITHOUT A LICENSE?

You would be in violation of Medford City Code and subject to a \$150 citation, fines and penalties.

For additional information regarding the hotel/motel tax, liquor license endorsements, burglar alarm permits and regulatory licensing requirements, contact the Finance Department at 774-2025.

NEW BUSINESS INFORMATION SHEET

This information sheet is designed to answer some of your questions about doing business in Medford. Regulations vary for each business, so not all requirements are listed.

1. **HOME OCCUPATION PERMIT:** A business operating from a residence within the city limits of Medford must conform to certain restrictions, (541) 774-2380.
2. **ENGINEERING REQUIREMENTS:** Systems Development Charges may apply to your business location, (541) 774-2100.
3. **ZONING REQUIREMENTS:** Confirming property location appropriate for business use, (541) 774-2380.
4. **FIRE CODE:** Questions prior to lease, purchase, or setup of a commercial business regarding code requirements may save time and money, 774-2300.
5. **OCCUPATIONS REGULATED BY THE STATE:** For licensing and permit information for the State of Oregon for specific occupations contact the Business Information Center, (503) 986-2200.
6. **CONSTRUCTION CONTRACTORS' BOARD:** Contractors working on residential/commercial properties need to register with the State of Oregon, (503) 378-4621. www.ccb.state.or.us
7. **LANDSCAPE CONTRACTORS BOARD:** Landscapers planning and installing irrigation systems, lawns, shrubs, vines trees and other decorative vegetation, (503) 986-6561. www.lcb.state.or.us
8. **REGISTRATION OF BUSINESS NAME:** You are required to register your assumed business name (a name that does not include your first and last name) with the State of Oregon, (503) 986-2200. www.filinginoregon.com
9. **SMALL BUSINESS DEVELOPMENT CENTER:** Provides free information packets and one-day seminars on establishing a new business. It is located at 101 S. Bartlett St., Medford, 552-8300. www.bizcenter.org
10. **RESTAURANTS, MOBILE UNITS AND FOOD SALES:** Permanent and temporary food service operations also require licensing from either Jackson County, 774-8206 (restaurants), or State Agriculture Department, 776-0405 (home food preparation).
11. **SOUTHERN OREGON TELECOMMUNICATIONS AND TECHNOLOGY COUNCIL:** Provides a forum to assist businesses, governments, and community-based organizations in advancing their use of broadband communications and technology, PMB #202, 1314-B Center Drive, Medford, OR 97501. www.sottc.org

12. **BUSINESS INFORMATION CENTER:** Provides customized business and economic information including spreadsheets, local economic trends, geographic profiles and human resource tools, 776-6060, ext 233. www.QualityInfo.org/BIC
13. **EMPLOYMENT IDENTIFICATION NUMBERS (EIN):** To contact the IRS to determine whether or not you will need an EIN number, call the Business and Specialty Tax Line at (800) 829-4933. www.irs.gov or see their EIN publication at <http://www.irs.gov/pub/irs-pdf/p1635.pdf>
14. **INTERNAL REVENUE SERVICE:** To download and print IRS publications, forms, and other tax information materials at www.irs.gov and you may call the IRS at (800) 829-3676 (800-TAX-FORM) to order free tax publications and forms.
15. **OREGON DEPARTMENT OF REVENUE:** To get information about tax, employment, labor, construction and workers' compensation law, contact the Oregon Department of Revenue (503) 378-4988, (800) 356-4222 or www.oregon.gov