

# CITY OF MEDFORD

411 W. 8<sup>TH</sup> ST

MEDFORD, OR 97501-3188

541-774-2025

(Fax) 541-774-2528

## NEW ADDRESS



### 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: \_\_\_\_\_
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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. 8<sup>TH</sup> 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.