

# CITY OF MEDFORD

Business Licenses  
200 S. Ivy Street, 2<sup>nd</sup> Floor  
Medford, Oregon 97501  
P: 541.774.2025 F: 541.618.1726  
[businesslicenses@cityofmedford.org](mailto:businesslicenses@cityofmedford.org)



## 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 the 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.

*\*If some of the requested information on this form does not apply to your business, please write "N/A" on the space provided.*

Business start date \_\_\_\_\_ Start date at this location \_\_\_\_\_ Is business based out of your home? \_\_\_\_\_

Name of Business \_\_\_\_\_

Is this a Marijuana related business: **Yes**  **No**  (If "Yes", complete Supplemental Application for Marijuana-Related Business)

Owner(s) of Business and Date(s) of Birth \_\_\_\_\_

Business Address \_\_\_\_\_

Street Address City State Zip Code

Mailing Address \_\_\_\_\_

Street Address City State Zip Code

Business Phone \_\_\_\_\_ Private Phone \_\_\_\_\_ Other \_\_\_\_\_

**Emergency Phone Number (required):** \_\_\_\_\_ Email address: \_\_\_\_\_

Oregon Construction Contractor Number (CCB#) \_\_\_\_\_ 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 \_\_\_\_\_ \*Name of Business Manager \_\_\_\_\_ \*Area = \_\_\_\_\_ sq. ft.

\*No. of parking spaces provided by business: \_\_\_\_\_

\*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)

All activities associated with, and occurring at, the above listed business location within the city limits of Medford, Oregon are in compliance with municipal, state and federal laws and ordinances. **Yes**  **No**  (Skip if a Marijuana-Related Business)

I understand that the approval of an associated Building Application and/or Building Permit does not imply a favorable endorsement for a Business License.

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 #**

License Fee \$ \_\_\_\_\_

Additional Fees \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

Receipt No. \_\_\_\_\_

Receipt Date \_\_\_\_\_

Check No. \_\_\_\_\_

Your Initials \_\_\_\_\_

**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. However, service businesses located outside the city that perform services within the city shall not be exempt.
  - (6) Interstate common carriers licensed by the applicable federal regulatory agency, 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 \_\_\_\_\_

HOME OCCUPATION AGREEMENT

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Occupation License Required: The Building Director, or designee, shall issue a home occupation permit if, and only if, all of the following criteria are and will be met by the individual applicant.

1. Home occupation activities conducted at the authorized residential property shall be restricted to the interior of the dwelling unit or enclosed accessory structure.
2. Outdoor storage, including but not limited to trailers, inventory, supplies or equipment, visible from the public right-of-way or adjacent properties or common areas is prohibited.
3. Inventory stored on the residential premises shall not include flammable liquids, explosives or any "hazardous materials" as defined in the Uniform Fire Code adopted by the City.
4. Home occupation activities conducted at the authorized residential property must be conducted only by persons lawfully residing in the dwelling at the authorized residential property.
5. The home occupation site shall not be used as a location for employees to assemble.
6. Total residential and business motor vehicle traffic to and from the premises (deliveries or customers) shall not exceed an average of ten (10) trips per day during any five-day period. In no case shall the total residential and business motor vehicle traffic to and from the premises exceed sixteen (16) trips per day. Each departure from and each arrival at the premises shall be counted as a separate trip.
7. Repair, reconditioning, dismantling or storage of motorized vehicles, boats, recreational vehicles, or large equipment on the premises is prohibited.
8. Business signs shall not exceed six (6) square feet in area and an overall height of six (6) feet in the Single-Family Residential Zoning Districts. (SFR 2, 4, 6, 10) and the Multiple-Family Residential Districts - (MFR 15, MFR 20, MFR 30), shall not exceed two (2) signs per parcel. (See MMC 10.1022).

Revocation: The home occupation business license may be revoked or denied by the Building Director upon the discovery of:

- (a) Any misrepresentation and/or any violation of the above conditions;
- (b) Any unlawful activity by the business;
- (c) Any lack of license or permit required by the city or any other government agency, and the business fails to obtain the license or permit and present satisfactory proof of the same within fifteen (15) business days after notice of such deficiency is mailed to the business; or
- (d) If the specified location, site and/or existing structure (if one is to be used) cannot lawfully be used for the conduct of the proposed activity.

If the license is revoked or denied, the applicant could be barred from conducting business within the city for one year from the date of the discovery of the violation or misrepresentation.

*\*\*If your business is based out of your home and within city limits, a Home-Based Business street utility fee will be added to your monthly City utility bill per Section 4.763 of the Medford Municipal Code\*\**

Appeal Pursuant to 8.004: In the event of a denial or revocation of a home occupation business license, the applicant will be notified in writing of the grounds supporting the proposed action. The applicant will then have fifteen days to file an appeal notice with the Building Director after which time the applicant will be notified of an appeal hearing. If the applicant would like to appeal the Building Director's decision, the applicant shall have the right to appeal to the City Council under the procedures outlined in Section 1.025 of the Medford Municipal Code.

I have read the above and agree to comply with the conditions stipulated.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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. However, service businesses located outside the city that perform services within the city shall not be exempt.
  - (6) Interstate common carriers licensed by the applicable federal regulatory agency, 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 Licenses  
200 S. Ivy Street, 2<sup>nd</sup> Floor  
Medford, Oregon 97501  
P: 541.774.2025  
F: 541.618.1726  
[businesslicenses@cityofmedford.org](mailto:businesslicenses@cityofmedford.org)



## 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 Building 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 Building 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 Building Department. The notice of appeal shall explain all the grounds for the appeal. The Building Department 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 Building Department shall notify you of when you are to appear before the Building Director 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.

CITY OF MEDFORD  
Business Licenses  
200 S. Ivy Street, 2<sup>nd</sup> Floor  
Medford, Oregon 97501  
P: 541.774.2025  
F: 541.618.1726  
[businesslicenses@cityofmedford.org](mailto:businesslicenses@cityofmedford.org)



## 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 the Lausmann Annex, 2<sup>nd</sup> Floor, for review, then hand carry it through the Building, Planning, Fire, and Engineering Departments for their endorsements. (Applications received in the mail may require a minimum of 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 Building 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 contact the Building Department (Business Licenses) at 774-2025.

## NEW BUSINESS INFORMATION SHEET

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. **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](http://www.ccb.state.or.us)
6. **LANDSCAPE CONTRACTORS BOARD:** Landscapers planning and installing irrigation systems, lawns, shrubs, vines trees and other decorative vegetation, (503) 967-6291. [www.lcb.state.or.us](http://www.lcb.state.or.us)
7. **REGISTRATION OF BUSINESS NAME & INFO ON OCCUPATIONS REGULATED BY THE STATE:** 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, [www.filinginoregon.com](http://www.filinginoregon.com) ; Call the Business Info Center, (503) 986-2200 for licensing and permit info for specific occupations.
8. **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](http://www.bizcenter.org)
9. **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).
10. **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](http://www.sottc.org)
11. **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](http://www.QualityInfo.org/BIC)
12. **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](http://www.irs.gov) or see their EIN publication at <http://www.irs.gov/pub/irs-pdf/p1635.pdf>
13. **INTERNAL REVENUE SERVICE:** To download and print IRS publications, forms, and other tax information materials at [www.irs.gov](http://www.irs.gov) and you may call the IRS at (800) 829-3676 (800-TAX-FORM) to order free tax publications and forms.
14. **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](http://www.oregon.gov)
15. **JACKSON COUNTY ADMINISTRATION:** (541) 774-6035
16. **BETTER BUSINESS BUREAU OF OREGON:** (503) 212-3022
17. **MEDFORD/JACKSON COUNTY CHAMBER OF COMMERCE:** (541) 779-4847
18. **OREGON ENVIRONMENTAL PROTECTION AGENCY:** (503) 326-3250
19. **OREGON DEPARTMENT OF MOTOR VEHICLES (DMV):** (541) 776-6025
20. **LANDLORD/TENANT RIGHTS:** State Agency (800) 452-4776; Jackson County (541) 776-7171, ext 581
21. **SURROUNDING CITIES:** Ashland (541) 488.6002; Central Point (541) 664-3321; Eagle Point (541) 826-4212; Phoenix (541) 535-1955; Talent (541) 535-1566.