

CITY OF MEDFORD

Business Licenses
200 S. Ivy Street, 2nd Floor
Medford, Oregon 97501
P: 541.774.2025 F: 541.618.1726
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. A copy of a current floor plan is required for all commercial applications.

**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)

I have provided a floor plan. _____ (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 _____



**MEDFORD FIRE-RESCUE
FIRE & LIFE SAFETY DIVISION**

www.medfordfirerescue.org

"SERVE AND PRESERVE"

200 S. Ivy St., Room #180
Medford, OR 97501
Telephone (541) 774-2300
FAX (541) 774-2514

Business Information and Checklist

(For use with Building Permit Applications and Business License Applications)

Building Permit Application #: _____ Business License #: _____

Applicant (or Agent) Information:

Name: _____

Telephone Number: (Personal) _____ (Work) _____

E-mail: _____

Applicant (or Agent): _____ Date: _____
(Signature)

Confidential Fire/Police Dispatch Center Information (please print):

Commercial Business Name: _____

Site Address: _____

Business Phone: _____

Names and Phone Numbers for after business hours Emergency Contact(s):

1. _____
2. _____
3. _____

Occupancy Information: (Please describe the intended use for the location)

Checklist: (See reverse side)

Honor ~ Integrity ~ Service

Checklist Instructions:

Please verify any systems in place or intended uses by checking "Yes" or "No". Circle all that apply. Please contact Medford-Fire Rescue with any questions (see contact information in upper right corner). If additional information is needed, you will be contacted by Medford Fire-Rescue.

Fire Protection System Present?

Yes No

- Automatic Sprinkler System
- Fire Alarm System:
- Emergency Alarm System:
- Other System (Alternative Extinguishing, Standpipe, Smoke Control)

Hazardous Materials (105.6.20)?

Yes No

- Compressed Gases: butane, propane, etc.
- Explosives
- Flammable and Combustible Liquids: gasoline, alcohol, etc.
- Highly Toxic Materials
- Oxidizing Materials
- Organic Peroxides
- Pyrophoric Materials
- Toxic Materials
- Unstable (Reactive) Materials

High-Piled Combustible Storage (105.6.22)?

Yes No

- Greater than 500 square feet of storage that is ALSO:
 - High Hazard over 6 ft – Tires, pallets, Group A Plastics (Styrofoam, etc), flamm. liquids, etc.; **OR**
 - Combustible Materials over 12 ft – materials that are fuel for a fire such as wood, paper, etc)

Other Operations and Materials?

Yes No

- Combustible Dust (105.6.6): Grain elevator; feed mill; pulverizing of aluminum, cocoa, magnesium, spices, sugar, etc
- Combustible Fibers (105.6.7): readily ignitable and free-burning material in a fibrous or shredded form such as cloth, hay, hemp, rags, straw, wastepaper, etc.
- Cryogenic Fluids (105.6.10)
- Cutting and Welding (105.6.1)
- Dry Cleaning (105.6.12)
- Fruit and Crop Ripening or fruit-ripening process using ethylene gas (105.6.18)
- Fumigation and Insecticidal Fogging (105.6.19)
- Hazardous Production Materials (HPM) Facility (105.6.21)
 - Solid, liquid or gas associated with semiconductor manufacturing with
 - Health, flammability or instability Class 3 or 4 as ranked by NFPA 704
 - End product not hazardous
- Industrial Ovens (105.6.24)
- Lumber Yards and Woodworking Plants (105.6.25)
- LP-Gas (105.6.27)
- Magnesium (105.6.28)
- Open Flames and Torches (105.6.31)
- Open Flames and Candles (105.6.32): open flames and candles in assembly areas, dining areas, bars, etc
- Places of Assembly (105.6.34)
- Repair Garages and Motor Fuel-Dispensing (105.6.39)
- Spraying or Dipping (105.6.41)
- Storage of Scrap Tires (105.6.42)

CITY OF MEDFORD

Business License Dept.
411 W 8TH St Room 380
Medford, Oregon 97501
P: 541-774-2025
F: 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 Finance Department. The notice of appeal shall explain all the grounds for the appeal. The Finance 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 Finance Department shall notify you of when you are to appear before the Finance 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.

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
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
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 ; 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
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
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
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 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 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
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.