

# 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](mailto:businesslicenses@cityofmedford.org)



## 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 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 \_\_\_\_\_

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

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 City of Medford has imposed a permanent moratorium on commercial marijuana businesses. Until that moratorium is lifted, a Business License shall not be approved for a commercial marijuana business. \_\_\_\_\_ (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

<b>Business License #</b>	License Fee	\$ _____	Receipt No. _____ Receipt Date _____ Check No. _____ Your Initials _____
	Additional Fees	\$ _____	
	<b>TOTAL</b>	<b>\$ _____</b>	
_____			

## 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:
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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 \_\_\_\_\_

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## 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.

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## 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.