



BUSINESS LICENSE APPLICATION

Email your completed application to: njones@ci.manzanita.or.us
Pay your license fee: [City of Manzanita Business License \(xpressbillpay.com\)](http://City of Manzanita Business License (xpressbillpay.com))

Business Name: _____

DBA (if applicable): _____

Type of Business: _____ Cottage Industry: Yes _____ No _____

Business Street Address: _____ City: _____ State: _____ Zip: _____

Business Mailing Address: _____ City: _____ State: _____ Zip: _____

Business Phone Number: _____

Business Email Address: _____

Business Owner: _____ Owner Phone: _____

Other Contact: _____ Contact Phone: _____

License Fee Schedule (Ordinance 94-8)

- (a.) Employees include owners/managers plus other workers, weather compensated or not, present at one time during peak season.
 - (b.) The license fee for any business license issued after JULY 1st of a calendar year shall be one-half of the annual license fee.
 - (c.) A late filing charge of \$15.00 for each month in which the business is operated prior to the filing of the application shall be assessed and shall be tendered with the application.
 - (d.) The license will expire December 31st – Renewals for the next calendar year will be sent prior to expiration.
- Please check this box if you DO NOT plan to renew next year. BY CHECKING THIS BOX YOUR ACCOUNT WILL BE CLOSED JANUARY 1st

<u>ANNUAL LICENSE FEE</u>	<u>AFTER JULY 1st LICENSE FEE</u> (see note b.)
<input type="checkbox"/> 1-2 Employees \$75.00	<input type="checkbox"/> 1-2 Employees \$37.50
<input type="checkbox"/> 3-5 Employees \$100.00	<input type="checkbox"/> 3-5 Employees \$50.00
<input type="checkbox"/> 6 + Employees \$125.00	<input type="checkbox"/> 6 + Employees \$62.50

All applications and remittances are subject to audit and approval and do not constitute a license to do business. The applicant hereby acknowledges their responsibility to maintain the business in compliance with all applicable laws and ordinances.

Applicant Name: _____ Applicant Job Title: _____

Applicant Signature: _____ Date: _____