



P.O. Box 129 Manzanita, OR 97130  
P (503) 812-2514 ext.4 F (503) 368-4145  
[cityhall@ci.manzanita.or.us](mailto:cityhall@ci.manzanita.or.us)

### BUSINESS LICENSE APPLICATION

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

**RENEWAL: Please complete the following information for verification of records on file:**

Current Business License Number: \_\_\_\_\_ (located on your current business license certificate or call the city)

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

DBA (if applicable): \_\_\_\_\_

-Please skip to the "License Fee Schedule" section and sign the bottom.

{If you need to update any business information: Provide the updated information in the New Application section}

**NEW APPLICATION**

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 Email: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Business Owner: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

Other Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

#### LICENSE FEE SCHEDULE (Ordinance 24-3)

- (a.) Employees include owners/managers plus other workers, whether compensated or not, present at one time during peak season.
- (b.) The license fee for any business license issued after JULY 1<sup>st</sup> of a calendar year shall be one-half of the annual license fee.
- (c.) A late filing charge of \$15.00 for each month the business 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 and are due by 1/31.

Please check this box if you **DO NOT** plan to renew next year. **BY CHECKING THIS BOX YOUR ACCOUNT WILL BE CLOSED JANUARY 1st**

**ANNUAL LICENSE FEE**

New Application  Renewal (see note c/d)

1-2 Employees \$100.00

3-5 Employees \$135.00

6 + Employees \$175.00

**AFTER JULY 1<sup>st</sup> LICENSE FEE**

New Applications only (see note b.)

1-2 Employees \$50.00

3-5 Employees \$67.50

6 + Employees \$87.50

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:** \_\_\_\_\_