



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

BUSINESS LICENSE APPLICATION

Email your completed application to: cityhall@ci.manzanita.or.us

Pay your license fee: Visit the City of Manzanita's website OR complete this form and mail in a check

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 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 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

Table with 2 columns: ANNUAL LICENSE FEE and AFTER JULY 1st LICENSE FEE. Rows include checkboxes for New Application/Renewal and fee amounts for 1-2, 3-5, and 6+ employees.

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: