City of Clatskanie
75 S Nehalem St. PO BOX 9
Clatskanie, OR 97016
Office: 503-728-2622 Fax: 503-728-3297

Business License Application

Business Information

Please check the type of license you are applying for: *first business license is a prorated charge*					
○ In City	○ Seasonal	○ Home Occupation	○ Hotel/Motel	○ Landlord	○ Mobile
○ Outside contractor 6 months. Project: _____	○ Outside contractor one year. Project: _____	○ Outside Service Provider	○ Event. Dates of Event: _____	○ Solicitation Door-to-door sales	

Business Name: _____

Mailing Address: _____

Oregon State Contractors License No.: _____

Physical Business Address: _____

Business Phone Number: _____ Type of Business: _____

Business Owner Information

Last Name: _____
First Name: _____
E-Mail _____
Fax Number: _____
Driver's License Number: _____
Home Phone Number: _____

Emergency Contact Information

Name: _____
Phone Number: _____
Name: _____
Phone Number: _____
Name: _____
Phone Number: _____

For businesses located within city limits please provide the following information:

Number of Employees _____
Number of Rental Units _____
Alarm Company _____
Phone Number: _____

Please check all that apply:

○ Hazardous Materials ○ Sprinkler

NOTICE: Approval of this application does not certify the applicant has complied with all code provisions. A change in use or a change in occupancy may require the applicant obtain a Building Inspection/Permit either prior to the issuance of a business license or at any other time such an inspection is warranted. Please provide all information requested on this form. Thank you for your business interest in the City of Clatskanie.

Applicants Signature: _____ Date: _____

For Office Use Only

Fee: _____ Date Paid _____ Receipt Number _____ Customer # _____ LP # _____
Business License#_____ Approved by: _____ Date: _____

CITY OF CLATSKANIE
LICENSE FEE SCHEDULE
July 2024

Business License Fees

First business license is a prorated charge

In-City Business	**Fee**
Base Fee (includes 5 employees)	60.00
6-10 Employees (each employee)	5.00
11 & over (each employee)	2.50
Farmers Market Year-Round	60.00

Out of City Service Provider (not a licensed contractor)

Base Fee	75.00

Lodging (Hotel/Motel & Temporary Lodging)

Base Fee	60.00
Rental Units (each unit)	5.50

Manufactured Home Park

Base Fee	60.00
Rental units (each unit)	2.50

Recreational Vehicle Park

Base	60.00
Rental Units (each pad)	5.50

Landlord

Residential Rental Units (each rental unit-no base fee charge)	15.00
Commercial Rental Units (base fee charge only)	65.00

Licensed Contractor

Annual Fee	140.00
Project License (any project lasting more than 7 days less than 1 year)	75.00
7 Day License	30.00

Other License Fees

Short Term (7 days or less)	30.00
Solicitation (Door-to-Door Sales)	50.00
Seasonal (6 months or less)	30.00