



CITY OF ASHLAND

BUSINESS REGISTRATION APPLICATION

As required under Ashland Municipal Code Chapter 6.04

FOR OFFICE USE ONLY	
Application Received Date	Customer #
<input type="checkbox"/> New Registration (Issued within 14 business days) The application fee for a business registration is based on the fiscal year of July 1 to June 30. Non Profits are exempt from the fee if 501(c)(3) proof of Non Profit status is provided.	
<input type="checkbox"/> Expedited Registration (Issued after start of business or approval needed within 3 business days)	
<input type="checkbox"/> Change of Ownership	
<input type="checkbox"/> Temporary Registration (Issued immediately) The fee for a Temporary Business Registration is \$25.00 and valid for 30 days.	
BUSINESS INFORMATION	
Business Name (Please include all names associated with the business (i.e. corporations, DBA, etc.))	
Business Street Address	Business Mailing Address (if different)
City, State, Zip	City, State, Zip
Business Telephone: ()	Email
Website	
Do you own or rent this location: Own Rent	
Anticipated Start Date of Business: / /	
Type of Business: <input type="checkbox"/> 501(c)(3) <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship	
If Contractor: CCB#	Expires
LCB#	Expires
BUSINESS OWNER AND EMERGENCY CONTACT INFORMATION	
Principal Owner Name (or corporation name and contact person as appropriate)	
Principal Owner Mailing Address	City, State, Zip
Owner Home Phone ()	Owner Cell Phone ()
Additional Owner Name, Address and Phone	
Emergency Contact Person and Relationship (co-owner, Property Manager, Leasing Agent, etc.)	
Emergency Contact Phone number ()	

Application continues on the following page.

ADDITIONAL BUSINESS INFORMATION	
Detailed description of Business Activity	
<i>Business Activity</i> is defined as conducting any occupation, calling, trade, profession, rental activity, or other transactional activities, including rental of two (2) or more dwelling units and rental of any transient lodgings, with the intent of receiving payment or other valuable consideration.	
<i>Dwelling Unit</i> is defined as one or more rooms designed for occupancy by one (1) family and not having more than one (1) kitchen or cooking facility.	
<i>Kitchen</i> is defined as an area, any part of which is designed, built, used or intended to be used for food preparation and cooking or which contains a sink along with a refrigerator and a range, stove, or microwave.	
List number of <i>Dwelling Units</i> :	
Federal Tax ID/SSN	Number of individuals working in Ashland
Oregon Secretary of State Registry No.	Building Square Footage
Is this a home business located within the city limits? Yes/No If Yes, please complete Home Occupation Permit Application	
Does this building have fire sprinklers? Yes/No	
Is this business planning to discharge industrial wastewater into the City's wastewater system? Yes/No If Yes, you may need an Industrial Wastewater Discharge Permit. (Pick up an application at City Hall or contact the Wastewater Department at (541) 552-2335. After the application is reviewed, you will be notified if a permit is required or not. There is no fee required with this process.	
BUSINESS REGISTRATION FEE SCHEDULE	
Upon initial approval, the subsequent fiscal years will be billed unless the City is notified in writing of cancelation of registration. There will not be a partial refund for businesses that cease operation within the fiscal year.	
Registrant shall pay a prorated fee of \$10 for each month, or portion of a month, remaining in the fiscal year <i>from the date of the application</i> , with a minimum fee of \$25	Prorated amount plus \$5 for each additional employee after the first two.
Late Application Fee (Expedited Process)	\$25.00
Temporary Business Registration Application Fee	\$25.00
Renewal Fee	\$75 for first 2 employees* plus \$10 for each additional employee
Late Renewal Fee (paid 30 days after the due date)	10% with a minimum of \$25.00
Rental Property Fees	Same as above for activity including six or more properties
*Pursuant to AMC 6.04.020.E an employee is an individual who performs service for another individual or organization. The number of employees reported shall be the number of employees as of the date the new application or renewal will become effective if approved. It does not matter whether an individual is a full, part-time, or temporary employee for business license purposes.	
SIGNATURE	
I hereby certify the contents of this application to be correct to the best of my knowledge, and furthermore, that I have read, understood and agreed that the responsibility for complying with all applicable federal, state, or local laws, ordinances, or regulations rests solely with the applicant.	
Applicants signature _____	Title _____
Print name _____	Today's date _____

Please submit the completed registration to the City of Ashland at 20 E. Main St, Ashland, OR 97520, or fax to (541) 552-2059. For questions, please call (541) 488-6004.