

# Business License Checklist

**IMPORTANT!**

Issuance of a City business license does not imply that the City finds the business to be in compliance with any applicable Federal, State or City laws, including City regulations such as parking, development review, fire codes, building codes, or health codes. Certain businesses may be legally responsible to complete additional city, county, state or Federal forms, permits or inspections. Those additional requirements should be completed before submitting a City business license application.

- 1. Review checklist below and obtain any additional permits or forms required**
- 2. Complete business license application**
- 3. Pay fee and finish!**

- Business inside a home (no commercial location)?
- Mobile or temporary business?
- Parking requirements?
- Business location zoning restrictions?
- Permitted uses at business location?
- Will you be making exterior changes?

**Planning Department**  
**4th Floor**  
503.681.6153

- Any change to the type of business that occupied the space before (even small)?
- Any modifications to building (even small)?
- Change of use for building?
- Will you be remodeling?
- Is this a new construction?

**Building Department**  
**4th Floor**  
503.681.6244

- Temporary structure or special event? **If so:**
- Will you be cooking commercially?
- Will more than 50 people be assembled?
- Will there be toxics or chemicals at site?

**Fire Department**  
**240 S First Ave**  
503.681.6616

- Are you selling items bought from public?
- Are you selling used items?
- Are you selling new or used cars?
- Auto wrecking business?
- Will there be alcohol (beer, wine or liquor) sold?
- Is the business a non-profit or tax exempt?
- Are you located in Historic Downtown Hillsboro?

**Business License Office**  
**1st Floor**  
503.681.6408



# City of Hillsboro General Business License Application

<b>Business Name</b>		<b>Business Telephone #</b>
<input type="text"/>		<input type="text"/>
<b>Business Location Address</b>		<b>Suite or Apartment #</b>
<input type="text"/>		<input type="text"/>
<b>City</b>	<b>State</b>	<b>Zip Code</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Business Owner or Corporation and Contact Name</b>		<b>Contact Telephone #</b>
<input type="text"/>		<input type="text"/>
<b>Business Owner Address</b>		<b>Suite or Apartment #</b>
<input type="text"/>		<input type="text"/>
<b>City</b>	<b>State</b>	<b>Zip Code</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Secondary Contact Telephone #</b>	<b>E-mail Address</b>	
<input type="text"/>	<input type="text"/>	

<b>Mailing Address (if different from business location )</b>		<b>Suite or Apartment #</b>
<input type="text"/>		<input type="text"/>
<b>City</b>	<b>State</b>	<b>Zip Code</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Detailed Description of Business:**

# Supplemental Applications

Depending on the type of business being conducted, additional applications and permits may be required. Please answer the questions below to determine if your business requires any supplemental applications.

Is this business located inside Hillsboro city limits? \_\_\_\_\_ Yes  No

Is this business being run out of a home or residence in Hillsboro? \_\_\_\_\_ Yes  No

## Home Occupation Permit Application

Is this a mobile vending business? Or, Will your business operate seasonally? E.g. Christmas tree stand, Firework stand, etc. \_\_\_\_\_ Yes  No

## Mobile/ Temporary Business Permit Application

Will you be buying items from the public to re-sell? \_\_\_\_\_ Yes  No

## Background Verification Form

Will you be buying or selling alcohol? \_\_\_\_\_ Yes  No

## Liquor License Application

## Fee Calculation

Please Note Not All Fees Will Apply

**Application Fee \$105**

(Refunds up to \$80 will be issued 30 days from the date of receipt. After 30 days, a maximum of \$25 will be refunded.)

**Employee Fee \$5 per person** \*First 2 people are free

Add \$5 per person in the business, including owners and employees. \*Maximum employee/rental unit fee is \$725 or 145 employees.

**Rental Unit Fees \$5 per unit** \*First 3 units are free

Property management, apartment complexes and hotels are charged per rental unit instead of per employee. Please add total rental units and multiply by \$5.

**Downtown Business Fee \$25 + 2.50 per person**

If your business is located downtown Hillsboro between 1st Ave- 4th Ave and Lincoln St- Baseline St, your business is subject to an additional \$25 fee plus \$2.50 for each employee.

	<u>\$105</u>
	+
# People	x5= _____
Or	
# Rental Unit x 5=	_____
# People	x2.50 + 25= _____
<b>Total \$</b>	_____

**Please remit payment to: 150 E Main St. Hillsboro, OR 97123 Attn: Business Licenses**

The City requires a business license and fee in accordance with its revenue based program registry. Issuance of a City of Hillsboro business license does not exempt a business owner, agent or operator from compliance with any other applicable Federal, State or Municipal laws; including the City's business recycling requirements. The undersigned declares under penalty of law that the information provided in this application is true.

A copy of this application or information contained herein may be disclosed to requestors under the Public Records Law.

**Signature** \_\_\_\_\_

**Title** \_\_\_\_\_

**Date** \_\_\_\_\_