

FISCAL YEAR:  
2011-2012

VALID:  
JULY 1 ~ JUNE 30  
LICENSE NUMBER:

## APPLICATION FOR NEW BUSINESS

CITY OF WARRENTON  
P.O. Box 250  
225 South Main Ave.  
Warrenton, OR 97146  
503-861-2233

### FOR OFFICE USE ONLY

DATE RC'D: \_\_\_\_\_

AMOUNT PAID: \_\_\_\_\_

CHECK / M. O. : \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_ PHONE: \_\_\_\_\_

PHYSICAL SITE : \_\_\_\_\_ FAX: \_\_\_\_\_

\_\_\_\_\_ EMAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ OWNER: \_\_\_\_\_

\_\_\_\_\_ Owner phone: \_\_\_\_\_

Emergency Contacts: \_\_\_\_\_  
Name Phone

Type of Business \_\_\_\_\_ Do Customers Visit Site? Y / N

Insurance Provider: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Construction Contractor Board #: \_\_\_\_\_ Fire Sprinkler System? Y / N

Alarm System? Y / N If YES, circle type: AUDIBLE SILENT HOLDUP FIRE OTHER

Alarm Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

On-site Storage of Hazardous Materials? Y / N

FEES	
<b>BASE FEE:</b>	<b>BASE FEE PAID:</b>
If applying between JULY 1-DEC 31 \$60.00	_____
If applying between JAN 1—JUN 30 \$30.00	_____
<b>EMPLOYEE FEES:</b>	<b>EMPLOYEE FEES PAID:</b>
Number of Employees _____ X 5.00 =	+ _____
<b>TOTAL FEES:</b> _____	

### APPLICANT INFORMATION

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Information (if different from above): \_\_\_\_\_

By signing this form, I acknowledge I have read & understand the policies on the reverse.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



The applicant shall make payment of the required business license fee at the time of filing the application. Payment is accepted in the form of checks or money orders. **No cash payments will be accepted for new business license applications.**

Be advised that the payment of the application fee is **NON-REFUNDABLE**. Acceptance of the business license application by an officer or agent of the City of Warrenton does not constitute approval of the application.

It is strongly advised that every business license applicant check with the Warrenton Planning Department prior to submitting the business license application to confirm that the proper zoning, off street parking, and other City Code requirements have been met.

Fees are as follows~

\$60 base fee + \$5 per employee

\*\*If applying after January 1, base fee is \$30

**Please note: Owners are not considered employees.**

If your business is located outside the City of Warrenton, employee fees are based on the number of employees working within the city.

Please allow 2-3 weeks for processing.

Business licenses are valid from July 1st through June 30th of each year. Renewal applications are mailed approximately the third week of June. Renewal fees are due by July 15th to avoid penalties.

Please notify the City of Warrenton of changes in mailing address or status of business.

**OFFICE USE ONLY**

ZONING APPROVAL? Y / N by: \_\_\_\_\_

IF NO, STATE REASON: \_\_\_\_\_

OTHER PERMITS OR INTER-DEPARTMENTAL SIGN-OFFS REQUIRED PRIOR TO ISSUANCE? Y / N

PLEASE LIST: \_\_\_\_\_

\_\_\_\_\_

CONDITIONS OF APPROVAL: \_\_\_\_\_

\_\_\_\_\_