

CITY OF SPRINGFIELD, OREGON



225 FIFTH STREET • SPRINGFIELD, OR 97477 • PH:(541)726-3753 • FAX: (541)726-3689

BUSINESS LICENSE APPLICATION

NEW RENEWAL OWNERSHIP CHANGE ADDRESS CHANGE NAME CHANGE

BUSINESS INFORMATION							
Business Name		DBA (Doing Business As)			What license are you applying for?		
Business Street Address		No of Units	Business Mailing Address (If different)				
City, State, Zip			Hours and Days of Operation				
Business Phone #		Fax #		Federal ID Number		State of Oregon Registry #:	
Contact Name at Business Location		Contact Phone #			Contact Email Address		
Business Type		When did you start your business at this location?		Describe the Nature of the Business			
BUSINESS OWNER AND CONTACT INFORMATION							
Business Owner's Full Name				Business Owner's Contact Phone #:			
Business Owner's Home Address:				Business Owner's Email Address			
ADDITIONAL INFORMATION							
Home Based Business Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes, Please see a Planner)							
Type of Ownership C Corp <input type="checkbox"/> S Corp <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Non-Profit <input type="checkbox"/> Other <input type="checkbox"/>							
Do you own or lease the property? Own <input type="checkbox"/> Lease <input type="checkbox"/>							
Give the name, address and phone number of the property owner or management: _____ _____							
SIGNATURE AND INFORMATION							
The information provided on this form is true and complete to the best of my knowledge							
Applicant's Signature				Applicant's Name (Please Print)			
Title		Date			Phone Number		
Payment must accompany application. Make check payable to: City of Springfield							
Mailing Address: City of Springfield, Business Licensing, 225 Fifth Street, Springfield, OR 97477							
OFFICE USE ONLY							
Date Received		Amount Paid		Cash <input type="checkbox"/>	Check <input type="checkbox"/>	Receipt Number	Received by:
Comments:							

For Office Use Only: License # _____

Business License year is July 1st through June 30th of each year. Applications during the business year are not pro-rated and are subject to the entire fee. A penalty of \$10.00 or ten percent of the license fee, whichever is greater, shall accrue for each month a business has operated without obtaining a business license. All Business Licenses are subject to a 5% technology fee. All fees are non-refundable.