

# CITY OF SPRINGFIELD, OREGON

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



## TOBACCO RETAIL LICENSE APPLICATION

\$94.50 per Fiscal Year (Includes a 5% technology fee)

All fees are non-refundable

### BUSINESS INFORMATION

Business Name:		DBA:	
Physical Address:			
City:		State	Zip Code
Business Phone Number:		Hours and Days of Operation	
Mailing Address: <input type="checkbox"/> Same as above			
City:		State:	Zip Code:
Contact Name at Business Location:		Contact Phone Number:	
Federal ID Number:		State of Oregon Registry Number:	

### BUSINESS OWNER AND CONTACT INFORMATION

Business Owner's Full Name:			
Contact Phone Number:		Email Address:	
Business Owner's Mailing Address: <input type="checkbox"/> Same as above			
City:		State:	Zip Code:

### PROPERTY OWNER AND CONTACT INFORMATION

Do you own or lease the property? <input type="checkbox"/> Own <input type="checkbox"/> Lease			
Property Owner's Full Name:			
Mailing Address:			
City:		State:	Zip Code:
Email Address:		Contact Number:	

### SIGNATURE AND INFORMATION

Please note that we require a minimum of two (2) week to process the application. Incomplete or missing information will delay the review process.

**The information provided on this form is true and complete to the best of my knowledge**

Applicant's Name: (Please Print)		Date:
Applicant's Signature:		Phone Number:

**Payment must be submitted with application. Make checks payable to: City of Springfield**

**Mailing Address: City of Springfield, Business Licensing, 225 Fifth Street, Springfield, OR 97477**

The Business License year is July 1<sup>st</sup> through June 30<sup>th</sup> of each year (Fiscal 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 and no license is transferable.