

TOBACCO RETAIL APPLICATION

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



APPLICATION FEE: \$102.90 RENEWAL FEE: \$66.15 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:		Phone Number:	
Federal ID Number:		State of Oregon Registry Number:	

BUSINESS OWNER AND CONTACT INFORMATION

Business Owner's Full Name:			
Phone Number:		Email Address:	
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

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:
Expedited Fee – Additional 50% of Application Fee <input type="checkbox"/> Yes		Applicant's Initials _____
Expedited Fee is not a guarantee of approval; specific conditions may apply.		
Payment must be submitted with application. Make checks payable to: City of Springfield		

The Business License year is July 1st through June 30th of each year (Fiscal Year). Applications made 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.