



GENERAL BUSINESS LICENSE FORM

CITY OF PENDLETON

500 SW DORION AVE.

PENDLETON, OR 97801

OFFICE: (541) 966-0207 FAX: (541) 966-0231

☐ New ☐ Renewal



PAY ONLINE

pendleton.or.us/finance/page/business-licenses

BUSINESS NAME/DBA: _____

BUSINESS LOCATION IN PENDLETON: _____

EMAIL ADDRESS: _____

PHONE: _____

TYPE OF BUSINESS: _____

DO YOU CONDUCT BUSINESS IN YOUR HOME (CHECK ONE): ☐ YES ☐ NO (IF YES, PLEASE SUBMIT [HOME BUSINESS FORM](#))

[CONSTRUCTION CONTRACTORS MUST PROVIDE C.C.B. INFORMATION (BOTTOM OF FORM);
DOOR-TO-DOOR SALES MUST MEET FURTHER REQUIREMENTS – ASK FOR ADDITIONAL FORMS]

OWNER OR PRINCIPAL CONTACT FOR BUSINESS

(NAME)

(MAILING ADDRESS)

I understand that the license if approved will be valid from the date of issuance through the following February 1, regardless of the date of issuance during the year. If false or misleading information has been provided on this application, the General Business License may be suspended or denied. I understand that this application may be reviewed and approved by the Planning, Building Department, and the Fire Departments prior to issuance of a license. The building and fire codes protect the applicant and neighboring properties from hazards. The City may inspect your business to ensure that these codes are met.

The business named herein and its subcontractors, officers, agents and employees agree to hold the City of Pendleton, its officers, agents and employees, harmless from any and all liability of damage to persons or property as a result of the City licensing the business pursuant to the City of Pendleton's Business License Act. This hold harmless agreement is intended to be as liberally applied as allowed under Oregon law.

I understand that this form is only an application. If approved, a license will be mailed to my business address. If the application is not approved, a letter will be sent to notify me.

Signed: _____ Date: _____

Title: _____

FEE CALCULATION

FOR BUSINESSES WITH A PERMANENT LOCATION WITHIN THE CITY LIMITS:

Check the following as they apply **FEE**

☐ **Base Fee:** (0-5) Full-Time Equivalent (FTE) employees(if checked, enter \$105) \$

☐ Additional Fee: Employee (6-49): # of Pendleton FTE employees above 5.....(_____ * \$21.00) \$

☐ Fifty or more FTE employees*(if checked, enter \$1,030) \$

FOR BUSINESSES WITHOUT A PERMANENT LOCATION WITHIN CITY LIMITS:

☐ **Base Fee: w/Five or fewer** (0-5) Pendleton FTE employees.....(if checked, enter \$165) \$

• Additional Fee: Employees (6-49): # of Pendleton FTE employees above 5(_____ * \$21.00) \$

☐ Fifty or more Pendleton FTE** employees(if checked, enter \$1,030) \$

TOTAL AMOUNT DUE: Applicable Base Fee + FTE Fee (if applicable)*** \$

*How to figure FTE: If you know your total number of labor hours for one year: Divide by 2080. This is your FTEs.

**FTEs do NOT mean number of employees.

***Maximum Business License Fee for any Business is \$1,030

CONTRACTORS ONLY

STATE OF OREGON CONSTRUCTION CONTRACTORS BOARD REQUIREMENTS

I am in compliance with ORS 701.055 (7), which requires me to be currently registered with the State of Oregon Construction Contractors Board. My registration is in Full force and effect.

SIGNED

DATE

C.C.B.#

EXP. DATE

FOR OFFICE USE ONLY

Date Application Received:

Account: 110-43110 (BLING) \$105 or \$165

Amount Paid:

255-43111 (BLEMP) Addnl Fee

License #:

Date License Mailed:

Receipt #

Initials:

pendleton.or.us/finance/page/business-licenses