

# 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			City		State
					Zip Code
Business Phone #		Fax #		Hours and Days of Operation	
				Number of Units (If Applicable)	
Mailing address if different from above:					
City		State		Zip Code	
Contact Name at Business Location		Contact Phone #		Contact Email Address	
Business Type		Describe the Nature of the Business			
When did you start your business at this location?			Federal ID Number		State of Oregon Registry #:

### 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     No     (If Yes, Please see a Planner)

Type of Ownership    C Corp     S Corp     Sole Proprietor     Partnership     LLC     Non-Profit     Other

Do you own or lease the property?    Own     Lease

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"/> Charge <input type="checkbox"/>	Check <input type="checkbox"/>	Receipt Number	Received by:
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Comments:

For Office Use Only: License # \_\_\_\_\_

Business License year is July 1<sup>st</sup> through June 30<sup>th</sup> 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.