

CITY OF SPRINGFIELD, OREGON

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



TOBACCO RETAIL LICENSE APPLICATION

APPLICATION FEE: \$99.75 RENEWAL FEE: \$64.05 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 1st through June 30th 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.