

ALARM BUSINESS APPLICATION

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



APPLICATION FEE: \$118.65 per Fiscal Year (Includes a 5% technology fee)
All fees are non-refundable

ALARM BUSINESS AND OWNER CONTACT INFORMATION

Alarm Business Name:		DBA:	
Business Owner's Full Name:			
Business Address:			
City:		State:	Zip:
Contact Person:		Business Phone Number:	
Business Email Address:			
Mailing Address: <input type="checkbox"/> Same as above			
City:		State:	Zip:
Federal Tax ID#:		State of Oregon Registry #: (If applicable)	

LICENSE REQUIREMENTS

Springfield Municipal Code Chapter 7 Business, Section 7.010 – 7.026 requires that no person shall establish, maintain or operate an alarm system, alarm business or alarm agent within the city unless a license for that use is obtained from the city. Every alarm system, alarm business or alarm agent, whether for hire or not, shall be subject to the provisions of this Municipal Code, www.qcode.us/codes/springfield/. Applications and additional information are obtainable at our website www.springfield-or.gov. Please provide your customers with our current alarm system application, which is available on-line.

SIGNATURE

Please note that we require a minimum of two (2) weeks 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 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.