Utility License Application

Remit to: City of Springfield
Attn: Utility Licensing
225 Fifth Street
Springfield, OR 97477
541-726-3753 or utilitylicensing@springfield-or.gov

Business Name: _____

Affiliates: _____

Mailing Address: _____

Contact Name: _____

Contact Phone: _____ Contact Email: _____

Application Type

☐ New Application ☐ Renewal Application Application Date: _____

Oregon Public Utilities Commission Status

☐ Company is certified by the Oregon Public Utilities Commission: Docket #_____

☐ Company does not need certification by the Oregon Public Utilities Commission

Utility Type

Check all categories that apply (see SMC 4.600 for definitions)

☐ Heating Utility ☐Natural Gas Utility ☐Electric Utility

☐ Telecommunication Utility ☐ Telecommunication Provider ☐ Telecommunication Carrier

If a Telecommunications Utility, Provider or Carrier select one of the below:

☐ Wireline Facility Owner ☐ Wireline Facility User/Non-owner

☐ Wireless Facility Owner ☐ Other: _____

If using the facilities of another utility, provide Name of Company: _____

Services Provided within the City of Springfield city limits:

Check all services that apply

☐ Natural Gas Distribution
☐ Natural Gas Transport
☐ Network Data Transport
☐ Telephony: Long Distance
☐ Telephony: Long Haul Transport
☐ Telephony: Local Exchange Access
☐ Telephony: Wireless Backhaul
☐ Telephony: VOIP
☐ Private Network
☐ Electric Distribution
☐ Electric Transport
☐ None of the above

Application Fee: $63.43 (Includes 7.5% Administrative Fee)

Payable to the City of Springfield by check or credit card upon application submittal.

For questions, call Development & Public Works at 541-726-3753 or utilitylicensing@springfield-or.gov.
Mail completed application and check to:

City of Springfield
Attn: Utility Licensing
225 Fifth Street
Springfield, OR 97477

Fee For Use of Public Ways/Tax For Providing Utility Service

There is a compensation fee for the Use of Public Ways OR a Tax for providing Utility Services. The fee or tax is paid quarterly, on or before the 45th day following the end of the calendar quarter. An annual fee of $4.00 per foot of facility in the Right of Way or an annual tax of 5% of gross revenue.

- Annual Fee ($4.00 per foot) (SMC 4.706)
  All persons not parties to a franchise or public way use agreement and occupying the public ways for placement of utility facilities but not providing utility service within the city shall pay a fee, in an amount fixed by resolution of the council for each foot or portion thereof occupied, subject to limitations in other state or federal laws.

- Annual Tax (5% of gross revenue) (SMC 4.707)
  All persons providing utility services in the city shall pay to the city of Springfield a utility tax in the amount of five percent of gross revenues, as herein defined, subject to limitations in other state or federal laws.

SMC 4.716 The city may examine the books and records of the utility to verify the amounts due under a franchise, public way use agreement, fee under section 4.706, or a tax as provided in section 4.707. The utility shall either maintain such books and records at a location within the state of Oregon or, in the alternative, shall provide them to the city when requested, at no expense to the city. In the event such examination discloses an underpayment in the amount due to the city of more than five percent, the city may impose a penalty of 10 percent of the additional amount due, plus costs of the audit, and interest as provided herein from the original date due.

SMC 4.714 If any tax or fee provided for herein shall not be timely paid, a penalty in the amount of 10 percent of such fee shall be assessed and due as of the date the underlying tax or fee was due. Interest on taxes, fees and penalties shall accrue at the rate of one and one-half percent per month, commencing with the 15th day after the tax, fee or penalty shall be due.