Getting a Business License

Welcome to Lake Oswego and thank you for choosing Lake Oswego for your business! One of the requirements of operating a business within the city limits is to acquire a Lake Oswego Business License, **prior to the operation of the business**.

City of Lake Oswego Ordinance 20.02.025 requires that anyone conducting business within the City of Lake Oswego must obtain a business license unless specifically exempted by state law (Real Estate Agents, Insurance Agents). This requirement includes working out of your home and those doing door to door solicitation in Lake Oswego. See Business License Frequently Asked Questions for additional information.

To Apply for a Business License

An applicant may either come to the Finance Department on the first floor of City Hall and pick up an application, or call 503-635-0279 to request that an application be mailed. You may also download a business license application to fill in and print. Then mail or hand deliver your application with a check.

The business license application for a new business should be received thirty (30) days before the business opens. Application should also be received on the specific "due date."

Applications for new business licenses should be submitted at least 30 days before the business opens. New business licenses are in effect for the full twelve months after the month of initial issuance. They are renewed annually thereafter.

The Cost of a Business License

Certain businesses, demonstrating less than $1,000 gross revenue on a calendar year basis, are exempt from the following annual business license fees.

Fees for the Initial Business License Application (non-refundable)	Employees *	Fee
	1 - 3	$8
	4-10	$1
	11+	$1

*** Employees include owner(s)**

Business License Renewals

Business Licenses must be renewed by the indicated expiration date on the license. A renewal form indicating the renewal fee will be mailed to current business license holders. Renewals can be paid for by mail, in person at City Hall, or online.

Renewal Fees for Business Licenses (Received on or before renewal date)	Employees *	Fee
	1 - 3	
	4 - 10	
	11+	

Renewal Fees for Business Licenses (Received after renewal date)	Employees *	Fee
	1 - 3	$80
	4 - 10	$110
	11+	$150

*** Employees include owner(s)**

Supporting Documents

Business License Brochure

Web Links

Completing and Submitting a Business License ApplicationPaying Business License Renewals OnlineBusiness License Frequently Asked Questions

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