



City of Lake Oswego Business License Application

380 A Ave | PO Box 369 Lake Oswego, Oregon 97034
Phone: 503-635-0279 | Fax: 503-699-7457
business@lakeoswego.city

(DATE
RECEIVED
STAMP)

Application Date: _____

BUSINESS INFORMATION

Business Name: _____ dba _____

Property Address: _____

Mailing Address: _____

Phone Number: _____

Type of Business: Corporation Sole Proprietor Partnership LLC Non-Profit Other _____

Brief description of business: _____

OWNER INFORMATION

Optional (select all that apply): I am a woman-owned business I am a minority-owned business

Owner Name: _____

Phone Number: _____ Email Address: _____

Owner Name: _____

Phone Number: _____ Email Address: _____

Primary Contact Name (if different than owner): _____

Phone Number: _____ Email Address: _____

ADDITIONAL INFORMATION

1. Total number of owners and employees: _____
2. Square footage occupied by business: _____
3. For Salons – Number of stations: _____
4. For Contractors – CCB license number: _____
5. Is this business a restaurant or bar? (If yes, see page 2 for additional requirements) Yes No
6. Is this a home based business? (If yes, see page 2 for additional requirements) Yes No
7. Will you be doing door-to-door solicitation? (If yes, please provide a photocopy of canvassers' IDs) Yes No
8. Does your business involve cannabis in any way? Yes No
9. Will your business need remodeling of the premises, requiring a building permit? Yes No
10. Will your business require a new sign or modification to an existing sign? Yes No
11. What kind of business previously occupied this space, if any? _____
12. Will your business involve the use or storage of toxic, flammable, poisonous, or potentially hazardous materials? Yes No
 - Material name _____ Amount on premises _____
 - Material name _____ Amount on premises _____
 - Number of people (employees, patrons, and the public) you expect in your building at any one time: _____

RESTAURANTS AND BARS

This establishment is primarily a: Restaurant Bar
Restaurants: Sit Down Take Out Serves Alcohol

- For licensing of a restaurant with liquor license, a bar, or similar use, submit the following:
1. Narrative description of proposed use, including food and beverage menus, hours of operation, and any age limits
 2. Floor plan identifying bar, bar/cocktail area seating, restaurant seating, and food preparation areas, as applicable
 3. Oregon Liquor License application as applicable
 4. Other information as needed to verify compliance with LOC 50 Community Development Code

For questions regarding these requirements, contact Paul Espe at 503-697-6577 or pespe@lakeoswego.city.

HOME BUSINESS

A Home Occupation business may be conducted if the following conditions are complied with continuously (LOC 50.03.003.4.b):

1. The use does not alter the residential character of the neighborhood or infringe upon the right of residents in the vicinity to the peaceful enjoyment of the neighborhood
2. A current and valid business license is maintained
3. No employees other than family members who reside at the dwelling
4. No outside storage of goods or materials other than vegetation
5. No more than 25% of the dwelling is devoted to nonresidential use

How many customers do you anticipate coming to your home on a daily basis? _____

I understand these provisions concerning home occupations and certify that my business does now and will continue to meet these provisions.

SIGNATURE OF OWNER/PRINCIPAL OFFICER

DATE

OWNER/PRINCIPAL OFFICER SIGNATURE

I, Owner/Principal Officer, represent that the business will be conducted during the year for which the business license is hereby applied for in conformity with all laws of the State of Oregon and ordinances of the City of Lake Oswego, Oregon.

I hereby certify that all information on this application is true, correct and complete based on all information of which I have knowledge.

SIGNATURE OF OWNER/PRINCIPAL OFFICER

DATE

FEE SCHEDULE

Business license application fees are non-refundable. Licenses are valid for a full 12 months once issued.

- 1-3 employees (including owners): \$80.00
- 4-10 employees (including owners): \$110.00
- 11 or more employees (including owners): \$150.00

Temporary License*: \$25.00 (1 week) \$50.00 (2 weeks)

* Temporary licenses are valid for no more than two successive weeks during a calendar year. Applicants are restricted to two temporary licenses per year.

Dates requested for temporary license: ___/___/_____ through ___/___/_____

PAYMENT OPTIONS

- Pay by check -- by mail or in person
- To pay with a credit card, please apply online at www.lakeoswego.city/licensing

Applications should be submitted at least 30 days prior to the operation of the business