



## **Business Registration Frequently Asked Questions**

### **Who is required to apply for a Business Registration?**

A Business Registration is required for businesses operating within the City limits, whether a rental property, commercial or home-based business. It is a tax imposed by the City Council. The registration is effective January 1<sup>st</sup> through December 31<sup>st</sup>.

### **What is the fee for a new Business Registration?**

The full year fee is \$110.00 standard base fee plus \$5.00 for each full-time employee, including owners. Two part-time employees equal one full-time employee. A new business which begins January through June will pay the full year fee. A new business which begins July through December will pay 50% of the standard base fee plus \$5.00 for each full-time employee, owner and part-time employee.

### **What is a temporary Business Registration?**

A temporary registration is available to businesses whose services are completed in a 14 day period. One temporary registration is granted per calendar year and is valid 14 days from application. The fee for a temporary business registration is \$25.00.

### **Are City of Milwaukie vendors required to get a business registration?**

Vendors who perform services for the City must have either a Business registration or a Metro license.

### **What are the requirements for a not-for-profit organization?**

A Business Registration is required for all not-for-profit organizations. The organization must submit a copy of their Internal Revenue Service letter indicating their exempt status with the initial Business Registration application. There is no fee with proper documentation.

### **What is required for door-to-door solicitation?**

Often citizens will contact the City to confirm the door-to-door solicitors have a Business Registration. Therefore, the City requires each company representative to carry a copy of the registration certificate when doing business inside City limits. Additionally, prior to canvassing neighborhoods, door-to-door solicitors are required to contact the Milwaukie Police Department at 503-786-7400.

### **Are there penalties if I do not register my business with the City?**

Any business not registered is subject to a citation issued by City Code Enforcement. The citation will require the business owner to appear in court. Ordinance violations are subject to a fine; the maximum fine amount is \$200.00 per day and applies to each day the violation exists.

**How do I apply for a Business Registration?**

Apply online at the City website, [www.milwaukieoregon.\\*lc](http://www.milwaukieoregon.*lc) or mail the application and payment to Milwaukie City Hall, 10722 SE Main Street, Milwaukie 97222.

**How are the annual renewals distributed?**

Once your business information is in the database, annual renewal notification will be sent the first week in December.

**When is the renewal due?**

Renewals are due no later than 5:00 pm on January 31<sup>st</sup> of each calendar year.

**What if the business does not renew by the deadline?**

Any Business Registration not renewed by January 31<sup>st</sup>, will be assessed 10% delinquent charges for every month that the business license is unpaid. The business will also be subject to a citation issued by Code Enforcement. The citation will require the business owner to appear in court. Ordinance violations are subject to a fine; the maximum fine amount is \$200.00 per day and applies to each day the violation exists.

**Is my business eligible for a Metro Business License?**

Instead of obtaining separate business licenses within each Portland-area City that you conduct business in, a business can apply for a single license from Metro to construct, alter and repair structures in the 20 cities that have licensing requirements in the metropolitan area; excluding Portland. This license covers all construction trades, both commercial and residential, as well as all landscape contractors.

If your principal place of business is inside the City of Milwaukie, the business is required to apply for a Milwaukie business registration in addition to the Metro license. For a Metro license, applications are available by contacting Metro at 503-797-1710 or visiting their website at [www.oregonmetro.gov](http://www.oregonmetro.gov).

**What should be done if the business has moved to another City?**

On the City website, under the Business menu, is a "Going Out of Business" link. This form is electronically submitted to the Finance Department.

**What should be done if the business no longer exists?**

On the City website, under the Business menu, is a "Going Out of Business" link. This form is electronically submitted to the Finance Department.

**What is the purpose of the Information Disclosure Consent form?**

The City requests all businesses grant the City consent to disclose the business' name, address, and type to others when requested. Such disclosure could be to other governmental agencies, the Chamber of Commerce, a newspaper or any other requestor.