



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 1st through December 31st.

New rules for landlords

Owners of rental property who offer for rent one unit of housing are exempt from the business tax.

Owners who offer two or more units for rent are subject to the business tax. Landlords who are subject to the tax and offer units in duplexes and single family homes pay a single business tax. Landlords who offer units in multi-family dwellings and apartment complexes pay a business tax on each location.

What is the fee for a new business registration?

The full year fee is \$121.00 standard base fee plus \$6.00 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 \$64.00 standard base fee plus \$6.00 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 consecutive 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 \$27.00.

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 a door-to-door solicitor has 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 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.gov or request a paper application by contacting the Finance Department at 503-786-7555.

Why is online registration preferred?

The City has switched to online registration as a convenience to customers, who can now renew and pay online and then print the registration certificate from the comfort of your own computer. Online processing is cost effective for the City and reduces postage and handling costs.

Are there special procedures for new (rather than renewal) registrations?

Yes. Before the City can register your new business, we contact the Planning and Building departments to verify the business is operating within an allowable zone. As a result, new registrations require five business days for processing.

How are the annual renewals distributed?

Once your business information is in the database, the annual renewal notification will be sent the first week in December via email. Please be sure to include a valid email address with your application.

When is the renewal due?

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

What if the business does not renew by the deadline?

Any business registration not renewed by January 31st, will be assessed 10% delinquent fees for every month the business registration 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 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.

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

Please complete our going out of business form which is located on the City website under the business drop-down menu or call 503-786-7555.

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.