

# CITY OF MILWAUKIE

## New Business Registration

**1. General information:** The business registration is a tax imposed by the City Council. A business registration is required for businesses operating within the city limits, whether a rental property, commercial or home-based business.

The business registration is paid annually in advance of the registration year and is effective January 1 to December 31. A new business that begins January through June will pay the full year fee. A new business that begins July through December shall pay 50% of the standard base fee.

Contractors must submit a copy of their current contractor license with the application.

- ❖ *Fee: \$110.00 standard base fee plus \$5.00 for each full-time employee including owners (two part-time employees make one full-time employee)*

**2. 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.

- ❖ *Fee: \$25.00*

**3. 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's letter indicating their exempt status with the initial application.

- ❖ *Fee: No charge with proper documentation*

**4. Door-to-door solicitation:** A business registration is required for door-to-door solicitors. Each solicitor must carry a copy of the registration receipt when doing business. Affixing advertisement materials to personal, public or private property is prohibited. Prior to canvassing neighborhoods, contact the *Milwaukie Police Department* at 503-786-7400.

**5. Annual Renewal:** Once your business is in the database, an annual renewal form will be mailed to the address provided during the first week of December.

**6. How to obtain forms:** Available at City Hall, on-line at <http://www.ci.milwaukie.or.us/forms/forms.html#business> or by contacting the *Finance Department* at 503-786-7521.

**7. Ordinance Violation:** 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.

**8. Metro contractor's business license:** This license allows a contractor or landscaper to operate in the 19 cities having licensing requirements in the metropolitan area, excluding Portland. If the principal place of business is the City of Milwaukie, the business is required to apply for a Milwaukie Business Registration in addition to the Metro license. Applications are available by contacting *Metro* at 503-797-1710.

**9. City vendors:** Vendors who perform services for the city are required to apply for a Business Registration, unless proof of a Metro license is provided and applicable.

**Return the completed application with the appropriate fee to:**

**City of Milwaukie  
Business Registration  
10722 S.E. Main Street  
Milwaukie, Oregon 97222**

**Additional information can be obtained by calling the  
*Finance Department* at (503) 786-7555.**