

FISCAL YEAR:  
**2023 –2024**  
VALID:  
**JULY 1 ~ JUNE 30**  
LICENSE NUMBER:

**APPLICATION FOR NEW BUSINESS**  
**CITY OF WARRENTON**  
**P.O. Box 250**  
**225 South Main Ave.**  
**Warrenton, OR 97146**  
**503-861-2233**

**FOR OFFICE USE ONLY**  
DATE RC'D: \_\_\_\_\_  
AMOUNT PAID: \_\_\_\_\_  
CHECK / M. O. : \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

PHYSICAL SITE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ OWNER: \_\_\_\_\_

OWNER PHONE: \_\_\_\_\_

WARRENTON WORKSITE ADDRESS (if different from above): \_\_\_\_\_

DATE WORK BEGINS IN THE CITY OF WARRENTON: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_  
Name Phone

Type of Business: \_\_\_\_\_ Do Customers Visit Site? Y / N

Construction Contractor Board #: \_\_\_\_\_ Fire Sprinkler System? Y / N

Alarm System? Y / N If YES, circle type: AUDIBLE SILENT HOLDUP FIRE OTHER

Alarm Company Name: \_\_\_\_\_ Phone # : \_\_\_\_\_

On-site Storage of Hazardous Materials? Y / N

**Base Fees:**

Annual	\$ 75.00	_____
Partial Year <sup>1</sup>	\$ 37.50	_____

(Partial year fee applies if business operations started after December 31, 2023)

**Employee Fees:**

Number of Employees \_\_\_\_\_ x \$7.00 \_\_\_\_\_

**Total Fees (must be paid with check or money order):** \_\_\_\_\_

<sup>1</sup> the partial year rate can be applied to the initial application only. Subsequent applications are at the full annual rate.

**APPLICANT INFORMATION**

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Information (if different from above): \_\_\_\_\_

By signing this form, I acknowledge I have read & understand the policies on the reverse.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**ALL INFORMATION MUST BE COMPLETED BEFORE THE APPLICATION WILL BE ACCEPTED.**



## POLICIES

The applicant shall make payment of the required business license fee at the time of filing the application. Payment is accepted in the form of checks or money orders. **No cash or credit card payments will be accepted for new business license applications.**

Be advised that the payment of the application fee is **NON-REFUNDABLE**. Acceptance of the business license application by an officer or agent of the City of Warrenton does not constitute approval of the application.

It is strongly advised that every business license applicant check with the Warrenton Planning Department prior to submitting the business license application to confirm that the proper zoning, off street parking, and other City Code requirements have been met.

Fees are as follows~

\$75 base fee + \$7 per employee

**\*\*If business operations began on or after January 1, base fee is \$37.50**

**Please note: Owners are not considered employees.**

If your business is located outside the City of Warrenton, employee fees are based on the number of employees working within the city.

Please allow 2-3 weeks for processing.

Business licenses are valid from July 1st through June 30th of each year.

Renewal applications are mailed approximately the end of June.

Renewal fees are due by July 30th to avoid penalties.

Please notify the City of Warrenton of changes in mailing address or status of business.

## OFFICE USE ONLY

ZONING REVIEW? Y / N by: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

PLANNING REVIEW? Y / N by: \_\_\_\_\_

COMMENTS: \_\_\_\_\_