



BUSINESS LICENSE APPLICATION

125 SW E Street, Madras, Oregon 97741

P: (541) 475-2344 F: (541) 475-7061

CONTACT INFORMATION

Business Name (including DBA):	Business Telephone Number:	Business Fax Number:
Business Owner(s):	Business Email Address:	
Business Location Address:		
Business Mailing Address and/or Principal Office Address (if different from business location address):		
Name, Title, Email Address and Mailing Address of Local Agent or Representative in Charge of Business within the City of Madras:		
Property Owner Name and Address (if different than business owner):		

ADDITIONAL INFORMATION

Description of the Business (Please list type of good(s) sold and/or services provided):
(i.e. retail, manufacturing, restaurant, professional services)

Desired Max Occupants: _____

Number of Employees (including yourself):

Full-Time: _____ Part-Time: _____ Temporary: _____

Is this a tax-exempt, non-profit business? Yes No

If yes, tax exempt status approval Number: _____

(Please attach to this application a copy of the "Letter of Determination" the business received from the Internal Revenue Service)

Date Business Operations will Commence in the City of Madras:

Home Based Business? Yes No

(please see Madras Community Development Department, may require additional permits)

Are any local, city, county, state, and/or federal licenses, certificates, registrations, and/or permits required for the business? Yes No

If yes, list all such licenses, certificates, registrations, and/or permits:

Contractor License No.: _____

Contract License Expiration Date: _____

BUSINESS LICENSE FEES

Select one of the following:

Year-Round License*:

For Profit Business – Inside City Limits: \$60.00

For Profit Business – Outside City Limits: \$65.00

Non-Profit Business: \$0.00

Seasonal License:**

Mobile Street Vendor: \$85.00

Seasonal Merchant: \$125.00

License Transfer***: \$25.00

Temporary License:**

\$50.00 per day

* The license fee for any Year-Round business license application received after December 31 will be reduced by 50%. A conditional use permit may be required with a Home Occupation application.

** A temporary use permit may be required with a seasonal or temporary license application.

*** Name and/or location.

FOR OFFICE USE ONLY Date Received: _____ Receipt No.: _____	Amount of Fee Paid: _____ Business License No.: _____
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Please see back for Application Declaration and Required Signatures

APPLICANT/PROPERTY OWNER DECLARATION

The undersigned Applicant (or authorized agent) hereby declares under penalty of perjury as follows: (a) all information contained in this application is true, accurate, and complete; (b) the business subject to this application is not prohibited by, and is in compliance with, all applicable federal, state, and/or local laws, regulations, and/or ordinances; (c) Applicant has read, understands, and agrees to abide by City of Madras Ordinance No. 849; and (d) if Applicant is an entity, the authorized agent has the requisite power and authority to sign and submit this application on behalf of Applicant.

If Applicant is a foreign person or entity or a non-resident of the State of Oregon and no permanent business location is proposed to be created in the City of Madras, Applicant must (a) appoint a local person, acceptable to the City Administrator, as an agent for accepting service of process, notice, and/or demand, and (b) submit with this application such local person's consent to acceptance of service of process, notice, and/or demand.

Applicant's Signature: _____ Date: _____

Authorized Agent's Signature or Signature of Local Person Service as Agent for Service of Process: (if applicable)

Name and Address of Authorized Agent:	Authorized Agent's Signature (if Applicant is an entity):
By signing above, the above signed person agrees to serve as agent for the applicant/business subject to this application and will accept service of process, notice, and/or demand on behalf of the applicant/business subject to this application.	

Property Owner Name and Signature (consents to business use): _____

FOR OFFICE USE ONLY

This application has been submitted to the City of Madras. Please review the Applicant's data specific to your department and provide comment as appropriate. If necessary, contact the Applicant for further information and/or conduct an informal visual inspection of the business location. Please sign below, indicate approval or state why you disapprove, and provide any additional comments. If you require additional space for your comments, please attach your comments by separate page to this application.

Jefferson County Community Development Department*:	Approve: Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature: _____	Comments: _____
Date: _____	
Approved Building Occupancy: _____	

Jefferson County Fire Marshal*:	Approve: Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature: _____	Comments: _____
Date: _____	Occupant sign posted? Yes <input type="checkbox"/> No <input type="checkbox"/>

Jefferson County Health Department:	Approve: Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature: _____ Date: _____	Comments: _____

Madras Community Development Department:	Approve: Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature: _____	Comments: _____
Date: _____	
Is location appropriately zoned? Yes <input type="checkbox"/> No <input type="checkbox"/> Has site plan been submitted and approved? Yes <input type="checkbox"/> No <input type="checkbox"/> Is a site plan required? Yes <input type="checkbox"/> No <input type="checkbox"/> Is a conditional use permit required? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Approved Business Type: _____	

Madras Finance Department:	Approve: Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature: _____ Date: _____	Comments: _____

Madras Public Works Department:	Approve: Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature: _____ Date: _____	Comments: _____

Madras Police Department:	Approve: Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature: _____ Date: _____	Comments: _____

Madras City Administrator Department:	Approve: Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature: _____ Date: _____	Comments: _____

*Jefferson County Community Development and Jefferson County Fire Marshal are only required to sign when business is inside of city limits and in a commercial zoned building.

**Jefferson County Health Department is required for approval only if food or beverages will be involved in everyday business.