



BUSINESS LICENSES
 1924 COUNCIL STREET
 PO BOX 326
 FOREST GROVE, OR 97116-0326
 (503) 992-3269
 WWW.FORESTGROVE-OR.GOV

APPLICATION FOR TEMPORARY CITY BUSINESS LICENSE

(ONLY FOR 60 OR LESS CONSECUTIVE CALENDAR DAY)

This is an amended application

Business Name:		Business Owner: (if owned by a corporation, provide corporate name and local contact.)	
Business Street Address:		Owner OR Corporate Address (if different than Business Address):	
Business Mailing Address (if different):		Owner or Corporate Telephone (if different than Business Phone #):	
Business Telephone:		Describe nature and type of business at this location:	
Local Contact Name & Email (license cannot be emailed):			
Business/Building Square Footage:	Property Owner or Management Company:	Phone:	
# of FTE working in Forest Grove (includes owners):		Fee owed (from fee calculation worksheet attached):	

Emergency Contacts:

Primary emergency contact:	Phone: (Day and night)	Relationship to business/owner:
Secondary emergency contact:	Phone: (Day and night)	Relationship to business/owner:

Type of Business:

Please check applicable box:

- Corporation
- Limited Liability Company
- Limited Liability Partnership
- Partnership
- Individual/Sole Proprietor
- Non-Profit

Is this a mobile business? Yes No

Is this a home business? Yes No

Contact the Community Development Dept. to be sure your home business complies with all relevant city codes.

Business Category:

Please check applicable box:

- Accommodations & Food Services
- Administrative/Temp Services
- Adult Care
- Agriculture/Forestry/Mining
- Antiques/ 2nd-Hand Goods (**Dealer's Permit App**)
- Arts, Entertainment & Recreations
- Contractor – CCB # _____ (attach copy)
 – Metro # _____ (attach copy)
- Educational Services
- Finance & Insurance
- Health Care & Social Assistance
- Information
- Professional/Scientific/Technical Services
- Real Estate Rental & Leasing
- Retail
- Security Services : Attach DPSST certificate
- Transportation & Warehousing
- Utilities
- Wholesale/Trade
- Other: Describe: _____

ALL REMODLING REQUIRES A BUILDING PERMIT

- ✓ A fire inspection may be required before occupying the building or opening for business. Please contact the Fire Marshall's office, located at 1919 Ash Street, at (503) 992-3176 for questions or to arrange for an appointment.
- ✓ All new businesses should contact the Community Development Department, located in City Hall at 1924 Council Street, for zoning compliance.
- ✓ A fee is required. See separate fee calculation worksheet. The City requires a business license and fee in order to raise revenue. Issuance of a business license does not excuse a business from compliance with applicable federal, state and municipal laws, including regulations of the City. The undersigned declares, under penalty of law, that the information in this application is true. A copy of this application may be disclosed to requestors under Oregon's Public Records Law.

Signature of Authorized Representative

Print Name

Date



BUISNESS LICENSES
 P.O. BOX 326
 FOREST GROVE, OR 97116-0326
 (503) 992-3269
 WWW.FORESTGROVE-OR.GOV

Business Name _____

TEMPORARY BUSINESS LICENSE FEE CALCULATION

Application Fees:

New Business License Application Fee:	\$25.00	\$ 25.00
---------------------------------------	---------	----------

PLUS:		+
--------------	--	----------

Select only one option:

Up to 30 calendar days of operation	\$15.00	_____
-------------------------------------	---------	-------

- OR -

Between 31 and 60 calendar days of operation	\$30.00	_____
--	---------	-------

EQUALS:		=
----------------	--	----------

TOTAL AMOUNT DUE:		\$
--------------------------	--	----

** Payment must be cash, check, or money order only.*
