

CITY OF ROSEBURG BUSINESS REGISTRATION

900 SE DOUGLAS
ROSEBURG, OR 97470 - (541) 672-7701
\$130.00 One-Time Fee

BR- _____
RECEIVED _____
RETURN BY _____

Entire application must be completed – if a question is not applicable, write N/A

BUSINESS NAME _____ BUSINESS PHONE _____

BUSINESS ADDRESS _____

MAILING ADDRESS (If different than above) _____

TYPE OF BUSINESS (DESCRIPTION OF GOODS, MERCHANDISE OR SERVICES OFFERED FOR SALE) _____

DAYS & HOURS OF OPERATION _____ IF TEMPORARY, DATES OF OPERATION _____

The following information must be completed for all persons having an ownership interest in the business, including owner, partner, associate or lessee – but not including a shareholder in a publicly owned corporation. List additional persons on separate page in the following format. If not completed, the application will not be processed.

1. FIRST/MID INITIAL/LAST NAME SEX BIRTH DATE PLACE OF BIRTH DRIVER LIC # & STATE JOB TITLE

2. FIRST/MID INITIAL/LAST NAME SEX BIRTH DATE PLACE OF BIRTH DRIVER LIC # & STATE JOB TITLE

IF INCORPORATED: CORPORATION NAME, REGISTERED ADDRESS & PHONE NUMBER: _____

NAME, ADDRESS & PHONE NUMBER OF CORPORATION'S PRESIDENT OR EXECUTIVE OFFICER: _____

NAME, ADDRESS & PHONE NUMBER OF CORPORATION'S REGISTERED LOCAL AGENT: _____

List past business experience (including any suspension, revocation or denials of other business licenses) of persons with ownership interest in the business: _____

List known consumer complaints made to local or state consumer agencies in Oregon or in any other state: _____

Has any person with ownership interest in the business ever been convicted of a felony? Yes ____ No ____ If yes, whom? _____

Has any person with ownership interest in the business ever been convicted of a misdemeanor within the past five years relating to fraud, theft or any activity connected to the business to be conducted? Yes ____ No ____ If yes, Whom? _____

As applicant for a City of Roseburg business registration, I hereby certify that I have received, read and understand the requirements of RMC 9.02 and complied with all state and federal bonding and licensing requirements in connection with my business.

Applicant's Signature

Date

Office Use Only RECEIPT # _____ HOME OCCUPATION _____ DOUGLAS COUNTY _____

To Dept: _____ Zoning Designation _____ Prior BR at site _____

Comments: _____

Approval Yes ____ No ____ (If No, attach memorandum outlining denial)

Department Signature

THIS APPLICANT HAS MET THE REQUIREMENTS FOR BUSINESS REGISTRATION PURSUANT TO THE ROSEBURG MUNICIPAL CODE

Roseburg City Recorder or Designee

Date

YOU MUST NOTIFY THE CITY RECORDER'S OFFICE OF TELEPHONE NUMBER CHANGES OR IF THE BUSINESS CLOSSES. CHANGE OF OWNERSHIP OR RELOCATION REQUIRES A NEW REGISTRATION

CITY OF ROSEBURG BUSINESS REGISTRATION

The City of Roseburg requires businesses operating inside the City limits to register with the City and pay a \$130.00 non-refundable registration fee. If you plan to operate your business from your home inside the City limits, you must also complete a "Statement of Compliance for Home Occupations". Only taxicab operators/drivers, alarm agents and solid waste providers are required to purchase an annual business license/permit. Applications for business registration and other licenses are available at the City Recorder's Office, City Hall, 900 SE Douglas Avenue, Roseburg, OR 97470-3397 (541-672-7701) or may be downloaded from the City's website at www.cityofroseburg.com.

REGISTRATION PROCESS: Completed application forms must be submitted to the Recorder's Office. Fees are paid to the Finance Department cashier on the second floor of City Hall.

Upon receipt of your application, a Business Registration number is assigned. If your business is located within the City limits, the application is forwarded to the Community Development Department (Building and Planning Divisions), the Police Department and Fire Department for their review. If you operate your business inside the City limits, but your address is not within the City limits, your application is forwarded only to the Police Department. Each individual department will contact you if there are any questions or requirements that need to be met prior to approval of your application.

If all departments return a recommendation for approval, the Recorder's Office endorses the application and adds your business to the City's master business registration list. A copy of your endorsed application is forwarded to you, along with your business registration certificate. Copies of the endorsed application are also forwarded to Douglas County Communications, Douglas County Assessor/Personal Property Division and Roseburg Urban Sanitary Authority.

If the application is not approved, you will be appropriately notified. You may appeal the decision to the City Manager under Roseburg Municipal Code 9.100.

PLEASE ALLOW AT LEAST 10 BUSINESS DAYS FOR PROCESSING OF YOUR APPLICATION to provide sufficient review time.

DEPARTMENT REVIEW

COMMUNITY DEVELOPMENT DEPARTMENT - PLANNING DIVISION (541-440-1177), will ensure the location of your business is zoned correctly for the planned use and that on-site development standards are met. These development standards include (but are not limited to) parking, landscaping, signs, storm drainage and adequate water supply.

COMMUNITY DEVELOPMENT DEPARTMENT - BUILDING DIVISION (541-440-1175), will review the business use with the occupancy classification of the building. All commercial buildings must have a valid Certificate of Occupancy posted. Remodel work may require a permit.

POLICE DEPARTMENT (541-673-6633), will conduct a background investigation to ensure there are no circumstances (criminal convictions – not minor traffic infractions) which may prohibit, discourage or interfere with approval of your application. Failure to note any criminal convictions may lead to denial of your Registration.

FIRE DEPARTMENT (541-673-4459), will send you a "Self Inspection" which must be completed and submitted to the Fire Marshal to ensure compliance with fire and life safety codes. The sooner you complete and submit this form – the sooner your registration can be processed. If you have questions regarding Fire Code regulations prior to opening, please call the Fire Department.

See the reverse for more information!

OTHER REQUIREMENTS AND INFORMATION

The following information has been accumulated by the City of Roseburg; however, the applicant is responsible for complying with any other federal, state or county requirements.

STATE REQUIREMENTS: We recommend that you call the Oregon "Business Information Center" at (503) 986-2200 to inquire about state licensing requirements. Businesses required to obtain a state license include (but are not limited to) the following:

<i>Barbers/hairdressers</i>	<i>Cosmetologists</i>	<i>Contractors</i>
<i>Collection agents/agencies</i>	<i>Landscape architects</i>	<i>TV/radio service dealers</i>
<i>Insurance agents</i>	<i>Real estate agents</i>	<i>Tax preparers</i>

IF YOUR BUSINESS NAME DOES NOT INCLUDE YOUR FIRST NAME OR INITIALS AND LAST NAME, YOU MUST REGISTER THE NAME OF YOUR BUSINESS WITH THE STATE OF OREGON. An application form is available upon request from the City Recorder's Office.

COUNTY REQUIREMENTS:

Douglas County does not require licensing. However, in accordance with ORS 308.290, you should contact the Douglas County Assessor, Personal Property Division (541-440-6105).

Food service establishments are regulated by Douglas County Health & Social Services, Food Services Division (541-440-3571).

For Home Occupation information, contact Douglas County Planning at 541-440-4289.

OTHER LOCAL CITY REQUIREMENTS: The following Douglas County cities require a business license and annual fee for businesses operating inside their city limits (including businesses with an address outside the City limits):

Canyonville - \$50	Glendale - \$30	Myrtle Creek - \$50
Riddle - \$35	Winston - \$50	Reedsport - based on number of employees

WHAT AGENCY CAN HELP YOU WITH YOUR NEW BUSINESS? Coos/Curry/Douglas Business Development Corporation, 541-672-6728, 744 SE Rose Street, Roseburg, is a non-profit development corporation offering innovative financing.

Small Business Development Center (SBDC), 541-672-2535, 2555 NE Diamond Lake Boulevard, Roseburg, organized by Umpqua Community College, offers a variety of information and emphasizes assistance in marketing, financing and management. A packet of material is available from SBDC.

Information regarding membership in the Better Business Bureau is available by calling 1-800-488-4166.

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If you have further questions or need more information, the Roseburg City Recorder's Office is happy to provide assistance.

GENERAL BUSINESS REGISTRATION REQUIREMENTS

9.02.005 Definitions. As used in this Chapter, unless the context in which used clearly requires a different meaning, the words and phrases used herein shall have the meanings ascribed to them in Title 1, including specifically, but not limited to: A. "Merchant" means a person: 1. Whose business is dealing in goods or services; 2. Who by occupation claims to have knowledge or skill peculiar to the practices or the goods or services involved in the transaction of business; or to whom such knowledge or skill may be attributed by the employment of an agent or broker or other intermediary who claims to have such knowledge or skill; or 3. Who is an itinerant vendor or peddler going from place to place, house to house, or who locates on private property of another business with a permanent location within the City, who, as principal or agent of another sells or offers to sell, goods, wares, merchandise or services, by sample or by catalog, to persons who are not merchants. B. "Owner" means any person having ownership interest in a business, including an owner, partner, associate or lessee, but not including a shareholder in a publicly owned corporation.

9.02.010 Purpose. This Chapter is intended for the protection of the public health, safety and general welfare. It is designed to give the City a means of collecting information on merchants and persons conducting business within the City limits.

9.02.020 Registration required. Except for a business or merchant receiving a license or permit under the other Chapters in Title 9, no person shall engage in business or be a merchant within the City without first obtaining a business registration certificate from the City Recorder.

9.02.030 Application for registration certificate. Applications for a registration shall be submitted to the City Recorder and shall provide the following: A. True name, date and place of birth, driver's license number and permanent address of the business owner and an address the City may use for purposes of notice to the business; B. For corporate ownership: 1. True name and address of the president or chief executive officer of the corporation; 2. Address and telephone number of the registered office of the corporation, and 3. Name, address and phone number of the registered local agent of the corporation. If the applicant is acting as the agent of a foreign corporation, additional information including the place and date of incorporation, home office, right to do business within the state, firm or organization's officers and/or its duly authorized local agent may be required; C. Name under which the business will be operated and a description of the business to be conducted; D. Description of the goods, wares, merchandise or services the business will offer for sale; E. Location from which the business will be operated; F. Length of time (temporary or ongoing) the business will be conducted and the hours and days of the week during which the business will be operated; G. Past business experience of the owner and applicant, including any prior denial, suspension or revocation of a business license issued to, or applied for by, the owner or applicant; H. Owner's or applicant's history of any past conviction of a felony, or conviction of a misdemeanor within the past five years that relates to fraud or theft or any law or statute where the elements of such law or statute reasonably relate to the business activity to be conducted; I. Known consumer complaints filed against the owner, applicant or business with any local or state consumer agencies in Oregon or in any other state; J. Verification of compliance with all relevant federal and state bonding and licensing requirements; K. Zoning designation for the location involved; and L. Any other information which the Recorder may reasonably feel is necessary to accomplish the purposes of this Chapter.

9.02.040 Registration fee. The applicant shall submit a nonrefundable registration fee, in an amount set by Council resolution, with the application.

9.02.050 Display of certificate. Each merchant operating a business shall continuously display in public view at its place of business the registration certificate. Mobile merchants shall have the registration certificate in their possession at all times and present the certificate for public view upon request.

9.02.060 Change of ownership. A merchant operating a business within the City must notify the City Recorder ten days prior to any change of ownership of the business. The new owner must file a business registration application and pay the fee as required by this Chapter.

9.02.070 Moving or termination of business. A merchant operating a business within the City shall notify the City Recorder thirty days prior to a change in location or termination of an ongoing business activity. A change of location shall necessitate the completion of a new business registration application and payment of the registration fee as required by this Chapter.

9.02.080 Inspection of business premises and records. The City Recorder, or other City official upon the Recorder's request, is authorized to make lawful inspections of business premises and records to ensure compliance with this Chapter.

9.02.090 Denial, suspension and revocation. The denial of any application for any business registration certificate, or the suspension or revocation of any business registration certificate issued under this Chapter shall be in accordance with Chapter 9.100 of this Code.