



BUSINESS LICENSE APPLICATION

AS REQUIRED UNDER KLAMATH FALLS CITY CODE SECTIONS 7.005-7.100

Annual Business Licenses are valid from January 1 – December 31

City of Klamath Falls Development Services, PO Box 237, 226 South 5th Street, Klamath Falls, OR 97601

Phone: 541 883-4950 - Email: businesslicense@klamathfalls.city

(FOR OFFICE USE ONLY)	
BL #	MTL #
Zone (if City location)	
Business Name	Business Phone Number
Business Address	Local Contact Name & Phone Number
Mailing Address	Email Address
Primary Nature of Business	Open Date
<p>Business Location (Check all that apply)</p> <p><input type="checkbox"/> Inside City Limits Business is physically located within the City Limits of Klamath Falls.</p> <p><input type="checkbox"/> Outside City Limits Business is physically located outside the City Limits of Klamath Falls, but work is conducted inside the City Limits.</p> <p>If business is located within City Limits, check applicable box(s):</p> <p><input type="checkbox"/> Home Occupation - Must comply with City Code Sec. 12.020</p> <p><input type="checkbox"/> Will your business be age restricted?</p> <p><input type="checkbox"/> Is this business a vehicle for hire? - Must comply with City Code Sec. 7.810-7.836 and submit supplemental forms.</p> <p><input type="checkbox"/> Downtown Location - NOTE: Additional Downtown Parking District Fees apply to businesses located in the Downtown Parking District - \$70 per full-time employee; \$50 per part-time employee. If private parking is provided by your business, the Parking District Fee is reduced to \$20 per employee. These fees are prorated by month.</p> <p>Number of employees (if located in Downtown Parking District): Full-time _____ Part-time _____</p>	<p>License Types and Fees</p> <p><input type="checkbox"/> Annual - \$100.00 (Prorated to \$75.00 after September 30)</p> <p><input type="checkbox"/> Temporary - \$25.00 (Valid for 45 consecutive days)</p> <p><input type="checkbox"/> Change of Location – No Fee</p> <p>Prior Business Location: _____</p> <p><input type="checkbox"/> Non-Profit - No Fee (Provide proof of non-profit status)</p> <p><input type="checkbox"/> Business Owner Change - No Fee</p> <p><input type="checkbox"/> Business Name Change - No Fee</p> <p>Prior Business Name: _____</p> <p>■ For business locations in the City Limits: will your business discharge any waste into the sewer other than typical household or domestic waste? <input type="checkbox"/> YES* <input type="checkbox"/> NO</p> <p>*(If yes, City Wastewater Division will be notified, and an industrial sewer use evaluation may be required. This includes car washes, mechanic shops, dental, laundry, etc. and businesses that indicated above that they will discharge waste into the sewer other than typical household or domestic waste).</p> <p>■ Will there be any change of use/occupancy, structural, electrical, plumbing or mechanical alterations to the building? <input type="checkbox"/> YES* <input type="checkbox"/> NO</p> <p>*(If yes, contact Klamath County Building Department for required permitting under Oregon Building Codes).</p>

Business Owner Information	
(If owned by a company or corporation, attach a list of officers/members with contact information).	
Name	Phone Number
Mailing Address	Email Address
<p>Approval of a business license does not imply conformance with applicable City Codes or Ordinances or with State or Federal Laws. You are advised to check your proposed business location and structure with the appropriate agencies for compliance. Business licenses must be renewed annually and posted in a conspicuous place.</p> <p>I declare to the best of my knowledge all information contained on this application is true and correct.</p> <p>Signature _____ Title _____</p> <p>Printed Name _____ Date _____</p>	