



# 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

(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			Expected Open Date
<b>Business Location (Check all that apply)</b> <input type="checkbox"/> <b>Inside City Limits</b> Business is physically located within the City Limits of Klamath Falls. <input type="checkbox"/> <b>Outside City Limits</b> Business is physically located outside the City Limits of Klamath Falls, but work is conducted inside the City Limits.		<h2>License Types and Fees</h2>	
If business is located in City Limits, check box below, if applicable  <input type="checkbox"/> <b>Home Occupation</b> – Must comply with City Code Sec. 12.020  <input type="checkbox"/> <b>Downtown Location</b> - NOTE: Additional Downtown Parking District Fees apply to businesses located in the Downtown Parking District - \$65 per full-time employee; \$45 per part-time employee. If private parking is provided by your business, the Parking District Fee is reduced to \$35 per employee. These fees are prorated by month.  Number of Employees (if located in Downtown Parking District) Full-time _____ Part-time _____		<input type="checkbox"/> <b>Annual</b> - \$100.00 (Prorated to \$75.00 after September 30)  <input type="checkbox"/> <b>Temporary</b> - \$25.00 (Valid for 45 consecutive days)  <input type="checkbox"/> <b>Change of Location</b> - \$50.00 (Inside City Limits Only)  <input type="checkbox"/> <b>Non-Profit</b> - No Fee (Provide proof of non-profit status)  <input type="checkbox"/> <b>Business Name Change</b> - No Fee  For business locations in the City Limits, will you or your business discharge any waste into the sewer other than typical household or domestic waste? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, City Waste Water 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.	

### Business Owner Information

(If owner is a company or corporation, attach a list of officers/members with contact information)

Name	Phone Number.
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 under penalty of perjury that to the best of my knowledge, all information contained on this application is true and correct.</p>	
Signature _____	Title _____
Printed Name _____	Date _____

Phone: 541 883-5360 Fax: 541 883-5390

City of Klamath Falls, Business Licenses, P.O. Box 237, 226 South 5th Street, Klamath Falls, OR 97601