



City of Coos Bay
Public Works & Community Development Department
 500 Central Ave., Coos Bay, Oregon 97420
 Phone 541-269-8918 • Fax 541-269-8916
 Email:permits@coosbay.org

Office Use Only
License Number: _____
Permit Number: _____

New Renewal Transfer (ownership)

Commercial Location Business License Application

Business name: _____
(NOTE : All applicants must register their business name with the State of Oregon if required.)

DBA: _____

Business owner name: _____ **Phone:** _____

Physical business address: _____

Zoning: _____ **Parcel/Lot #:** _____

Mailing address: _____

Email address: _____

Type of business: _____

Emergency contact name: _____ **Phone:** _____

Building owner name: _____ **Phone:** _____ **Email:** _____

Off-Street Parking: _____ # Existing _____ # Shared (note: shared parking requires evidence of right-of-joint use)

Chemicals stored/used on-site (Y/N): ___ Stored ___ Used

Will any of the following be discharged into the wastewater treatment system (Y/N): ___ Industrial wastewater ___ Chemicals

Does the business site have the following (Y/N): ___ Oil/Grease Trap

Does your business (Y/N): ___ Serve/Sell alcohol ___ Sell marijuana products ___ Prepare/Serve food
 ___ Re-sell merchandise ___ Allow overnight guests ___ Transport passengers
 ___ Have signage (If yes, please describe signage and placement location in project description below)

Project Description:

Describe the project in detail, including what is being proposed, days and hours of operation, time-line for opening etc. Attach separate sheet with additional details as needed.

What changes will be made to the building/tenant space?

Describe structural/cosmetic changes that will be made to the interior/exterior of the building/tenant space.

Your application submittal must also include a Site/Floor plan including the following items:

- Floor layout
- Intended use of each room/area
- Square footage of entire office space
- Square footage of each room/area
- All entrances/exits (Note: Single action integrated door hardware is required for all exit doors)
- Windows/doors
- Smoke detectors
- Fire extinguishers
- Fire alarm systems
- Indicate if sprinklered
- Indicate location of permanent structures (walls, counters, etc.)
- Direction of true north
- Property boundaries including dimension and size of the subject site
- Adjacent street names
- Parking areas (include number of spaces)

Information to be submitted by property owner prior to issuance of business license:

- Floor plan of entire building with all current tenants listed
- Right of joint use for shared parking if applicable

License Type: Please mark *only one* of the 4 choices.

1. **General Retail & Service Businesses:** Number of employees (including owners) = _____
2. **Contractors:** CCB License General Limited Special CCB No. _____ Exp. Date _____
3. **Commercial Rental:** Number of commercial rental units, vacation rentals, apartments, or RV spaces per parcel = _____
4. **Other, Taxi, Entertainment Club businesses:** Type of business: _____

Please return this application with your check made payable to the City of Coos Bay

Pursuant to Coos Bay Municipal Code 5.05.080 1(d), the City of Coos Bay may request proof of possession of any license, certificates, or registrations that are required by state or federal laws to conduct the type of business listed on the business license application. Possession of a Coos Bay business license does not in any way guarantee a holder has met the certification requirements for their occupation.

Pursuant to Coos Bay Municipal Code 5.05.110, nothing contained in this chapter may be construed as vesting any right in a license or a contract obligation on the part of the city as to the amount of the fee. Other taxes or fees and the fees provided by council resolution may be increased, decreased, or created by the city. Any business may be reclassified at any time and other fees or taxes may be levied. No person who has received a license and has paid the fee required under this chapter shall be entitled to any refund. [Ord. 568 § 1(12), 2023; Ord. 103 § 11, 1987].

I hereby agree to abide by all terms and provisions of the code referred to above and to furnish other information as may be required.

Applicant's Signature

Date

Office Use Only	
Date Paid:	_____
Date Issued:	_____