



**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@coosbayor.gov](mailto:permits@coosbayor.gov)

***Office Use Only***
License Number: _____
Permit Number: _____

New  Renewal  Transfer (ownership)

## Commercial Location Rental Business License Application

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

**DBA:** \_\_\_\_\_

**Rental address:** \_\_\_\_\_

**Number of commercial rental units, residential (triplex or more), or apartments per parcel** \_\_\_\_\_

**Zoning:** \_\_\_\_\_ **Parcel/Lot #:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Building owner name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Management contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Emergency contact name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**List all common space shared by the tenants (includes hallways, bathrooms, conference rooms, etc.)**

**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.

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

- Floor plan of entire building with all current tenants listed (nonresidential living units)
- **Off-Street Parking:** \_\_\_\_\_ # Existing \_\_\_\_\_ # Shared (note: shared parking requires evidence of right-of-joint use)

**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: _____