



**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)

## Business License Application

(Not for Commercial Locations in Coos Bay City Limits)

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

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

Business Owner name: \_\_\_\_\_ Phone: \_\_\_\_\_

Onsite/Primary Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Physical address of business or rental unit(s): \_\_\_\_\_

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

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

Type of business: \_\_\_\_\_

Contractors: CCB License No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Does your business: Serve alcohol \_\_\_\_\_ Prepare/serve food \_\_\_\_\_

Emergency contact name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 (NOTE: Must supply an alternate name and phone number for emergency contact)

### Business License Fees

<u>License Fee (Ordinance 568/Codified Title 5, Chapter 5.05):</u>	<u>Fee Amount</u>
General Business License .....	\$120 per year
Home Occupation, Independent Contractor, Drivers, Seasonal Business .....	\$60 per year
(Independent contractor includes drivers, hairdressers/nail technicians)	
Rentals – Residential (Number of rental units at above referenced physical address) .....	\$25 per unit
License Transfer (include documentation of ownership) .....	\$60.00 each
Non-profit Organization (please include your IRS designation letter) .....	No Fee for business license
Fire Inspection Fee .....	\$120
1 <sup>st</sup> Reinspection .....	No Charge
Subsequent Re-inspections .....	\$60/inspection

License fee herein required is due and payable on the first day of January of each calendar year and shall be delinquent on and thereafter the first day of February. **10% PENALTY assessed for EACH month or fraction of a month AFTER January 31<sup>st</sup>.**

**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

***Department Use Only***
Date Paid: _____
Date Issued: _____