



2023-2024 OFFICIAL USE:
BUSINESS LICENSE NUMBER:
2023- _ _ _ _

299 Mill Street, Falls City, Oregon 97344
Phone: 503.787.3631 Fax: 503.787.3023
www.fallscityoregon.gov

APPLICATION FOR CITY BUSINESS LICENSE
TERM OF LICENSE
JULY 1, 2023 – June 30, 2024

Check one:

First Time License:

Renewal:

Falls City Municipal Code 110.01- First time business licenses shall be reviewed and approved by City Council prior to a license being issued to a business for the first time.

Business Name: _____

Zoning: _____

Owner(s): _____

Location of Business: _____

Mailing address (if different): _____

Business Phone: _____ **Business Fax:** _____

Email Address: _____

Website: _____

Number of Employees: Self-only _____ Part-Time _____ Full-Time _____

Home-Based Business: (Circle one) YES NO

Please review the list of business types below and circle the most appropriate classification.

110000 Ag, Forestry, Fishing & Hunting

440000 Retail

210000 Mining

480000 Transportation Warehousing

220000 Utilities

510000 Information

230000 Construction

520000 Finance & Insurance

310000 Manufacturing

530000 Real Estate/Rental & leasing

420000 Wholesale Trade

540000 Professional, Scientific, Technical

Services
550000 Management of Company & Enterprises
560000 Admin Support/Waste Management &
Remediation
610000 Education Services
620000 Health Care & Social Assistance

710000 Arts, Entertainment & Recreation
720000 Accommodation & Food Services
810000 Other Services (excluding Public
Admin)
920000 Public Administration

PRODUCTS SOLD OR SERVICES RENDERED

DESCRIBE AVAILABLE PARKING

IMPACT ON LOCAL TRAFFIC

ENVIRONMENTAL IMPACTS (i.e. noise, waste products, odors, storage of hazardous materials)

**DOES THE BUSINESS COMPLY WITH REQUIRED BUSINESS RECYCLING AS DEFINED
IN FALLS CITY MUNICIPAL CODE SECTION CHAPTER 53.04.150: BUSINESS
RECYCLING (See Attached)**

YES NO

OREGON STATE LIQUOR CONTROL COMMISSION (OLCC):

Will alcohol be sold on the premises? (Circle one): YES NO

If YES, provide OLCC PREMISE # _____ OLCC LICENSE

COUNTY AND STATE LICENSING INFORMATION:

State Business Registry #: _____

Please describe information pertaining to Polk County or State Issued Licenses that you currently hold.

FEE SCHEDULE. Resolution 2013-03 defines business license fees.

Type of License	Employees	License Fee
Home Occupation, no employees	0 (Self)	\$50.00
Home Occupation, with employees	1 +	\$75.00
Commercial	n/a	\$100.00
Temporary		Same fee as business licenses categories

I hereby certify that the information contained herein is true to the best of my knowledge. I agree to abide by all applicable codes and ordinances of the City of Falls City and to correct any hazards or violations as they may pertain to the above business. Issuance of this license does not guarantee that the site or use conforms to the City of Falls City land use regulations.

NAME:

BUSINESS NAME:

SIGNATURE OF APPLICANT:

Office Use Only:
RECEIVED BY: _____
DATE: _____
TYPE OF LICENSE: _____
AMOUNT PAID: _____
RECEIPT #: _____
APPROVED BY: _____
DATE COUNCIL APPROVED: _____
CONDITIONS OF APPROVAL:

For your information

City of Falls City

Garbage Service and Business Recycling

Falls City adopted a mandatory garbage service and business-recycling program in July 2013. This program is designed to decrease the amount of waste entering landfills and the amount of trash being improperly disposed of by businesses. We know some businesses are participating, but for many this may be new. Failure to comply with the business recycling and garbage service requirements could result in a fine.

In general, businesses are asked to:

- Recycle paper, cardboard, and containers (aluminum cans, plastic bottles, and glass).
- Ensure there are containers for collection of these recyclables.
- Post signs at collection areas, indicating which materials should be recycled.
- Maintain weekly trash service or weekly hauling to an authorized facility as outlined Falls City Municipal Code Section 53, or in ORS Chapters 459 and 459A.

Compliance is designed to be simple. You can contact the franchised hauler, Republic Services to arrange to add recycling containers to your work site. Their phone number is (503) 253-5656

Each year your city business license renewal form will ask you to confirm your compliance with the requirements of the **CHAPTER 53 OF THE MUNICIPAL CODE - FALLS CITY SOLID WASTE MANAGEMENT**. This document can be viewed in full at www.fallscityoregon.gov under the Documents Center tab.

Falls City Municipal Code

CHAPTER 53.04.150: BUSINESS RECYCLING

- (A) All businesses required to have a city of Falls City business license shall recycle as follows:
- (1) Businesses shall source separate from the waste stream all paper, cardboard, glass/plastic bottles or jars, and aluminum/tin cans;
 - (2) Businesses and business recycling service customers shall provide recycling containers for internal maintenance or work areas where recyclable materials may be collected, stored, or both; and
 - (3) Businesses and business recycling service customers shall post accurate signs where recyclable materials are collected, stored, or both that identify the materials that the business must source separate and that provide recycling instructions.

(B) Exemptions.

- (1) This section does not apply to a business operated from their home. A residence is the place where a person lives.
- (2) A business may seek an exemption from the requirements in subsection (A) of this section, if:
 - (a) The business provides access to the city or designated agent for a site visit; and
 - (b) The city or designated agent determines during the site visit that the business cannot comply with the business recycling requirement because of space or economic restrictions or other extenuating circumstances.

(C) To assist businesses in compliance with this section, the city or designated agent shall:

- (1) Notify businesses of the business recycling requirement at the time application is made for a business license;
- (2) Provide businesses with education and technical assistance to assist with meeting the requirements of this section; and
- (3) The city's business license procedures shall include provisions requiring that the business shall certify that they have complied with the requirements of this section upon signing the business license application and the business shall also certify upon renewal of the business license that they have complied with the requirements of this section.

(D) A business that does not comply with the business recycling requirement may receive a written notice of noncompliance. The notice shall describe:

- (1) The violation;
- (2) How the business or business recycling service customer can cure the violation within the time specified in the notice; and
- (3) An offer of assistance with compliance.

(E) A business or business recycling service customer that does not cure the violation within the time specified in the notice of noncompliance may receive a written citation. The citation shall provide:

- (1) An additional opportunity to cure the violation within the time specified on the citation; and
- (2) Notification to the business or business recycling service customer that it may be subject to a fine.

(F) A business or business recycling service customer that does not cure the violation within the time specified in the notice of noncompliance may be subject to a fine.

Falls City Municipal Code CHAPTER 110: BUSINESS LICENSING

Section	
110.01	Definitions
110.02	License required
110.03	Applications
110.04	License issuance
110.05	License restrictions
110.06	No license issued for prohibited conduct
110.07	Revocation
110.08	Refusal of license; right to appeal
110.09	Prompt application required
110.10	Business subject to franchise agreement
110.99	Penalty

§ 110.01 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

BUSINESS. Any trade, occupation, profession, or business, either temporary or permanent, carried on for profit.

PERSON. Any natural person, partnership, association, or corporation.

TEMPORARY BUSINESS. A business which is expected to be conducted continuously for a period of not more than 90 days and a total of not more than 180 days within a fiscal year, with a break of at least 30 days in between periods of operation. An application for a **TEMPORARY BUSINESS** license shall be required for each period of operation, but shall not require Council approval for the first two periods of operation within a fiscal year; each additional **TEMPORARY BUSINESS** license within a fiscal year shall be reviewed and approved by Council prior to a license being issued. Permanent business licenses shall be reviewed and approved by Council prior to a license being issued to a business only for the first time.

(Ord. 347, passed 1-3-1972; Ord. 502, passed 1-28-2002)

§ 110.02 LICENSE REQUIRED.

No person shall engage in or carry on any business as hereinafter set forth unless he or she shall have applied for and been issued a license and paid the fee as herein prescribed.

(Ord. 347, passed 1-3-1972) Penalty, see § 110.99

§ 110.03 APPLICATIONS.

All applications for business licenses shall be made with the City Recorder/Administrator on forms prescribed for the purpose by the City Recorder/Administrator. The application shall be accompanied by a fee in an amount as set by resolution of the Council, as may be amended from time to time.

(Ord. 347, passed 1-3-1972; Ord. 502, passed 1-28-2002) Penalty, see § 110.99

§ 110.04 LICENSE ISSUANCE.

All licenses shall be issued on an annual basis and shall be due July 1 of each year.

(Ord. 347, passed 1-3-1972)

§ 110.05 LICENSE RESTRICTIONS.

No business license shall be assignable by the licensee. No licensee shall, except with permission of the City Council, conduct any business at any place other than as designated in the license. All licenses shall be prominently displayed upon the licensed premises.

(Ord. 347, passed 1-3-1972) Penalty, see § 110.99

§ 110.06 NO LICENSE ISSUED FOR PROHIBITED CONDUCT.

No license shall be issued to any business, the continuance or conduct of which would be in violation of any provision of any other ordinance of the city.
(Ord. 347, passed 1-3-1972)

§ 110.07 REVOCATION.

Licenses may be revoked by the City Council upon failure of the licensee to comply with any of the provisions of this chapter or any other ordinance providing for the regulation of businesses herein required to be licensed, or for fraud or misrepresentations made in obtaining a license. Upon any such revocation, any prepaid license fee shall be forfeited.
(Ord. 347, passed 1-3-1972)

§ 110.08 REFUSAL OF LICENSE; RIGHT TO APPEAL.

If the City Recorder/Administrator shall refuse to issue any license upon application, the applicant shall have a right of appeal to the City Council, and the Council shall determine the matter within 60 days of the notice of the appeal.
(Ord. 347, passed 1-3-1972)

§ 110.09 PROMPT APPLICATION REQUIRED.

Any person who shall not make prompt application for a license required by this chapter shall pay a penalty as follows.

(A) If the application shall be more than ten days but less than 30-days' delinquent, the penalty shall be 25% of the license fee.

(B) If the application shall be more than 30 days but less than 60-days' delinquent, the penalty shall be 50% of the license fee.

(C) If the application shall be more than 60 days but less than 90-days' delinquent, the penalty shall be 100% of the license fee.

(D) If the applicant shall be more than 90-days' delinquent, the City Recorder/Administrator shall refer the application to the City Council for final decision.
(Ord. 347, passed 1-3-1972)

§ 110.10 BUSINESS SUBJECT TO FRANCHISE AGREEMENT.

No business conducted within the city, subject to the terms of a franchise ordinance and agreement, shall be subject to the provisions of this chapter.
(Ord. 347, passed 1-3-1972)

§ 110.99 PENALTY.

(A) Any person violating any provision of this chapter for which no specific penalty is prescribed shall be subject to § 10.99.

(B) Any person violating the provisions of §§ 110.02, 110.03, or 110.05 shall, upon conviction, be subject to a fine not to exceed \$500. After the ninetieth day of delinquency as set forth in § 110.09, each separate day shall constitute an offense under § 110.02.
(Ord. 347, passed 1-3-1972)