



# City of Mt. Angel

P.O. Box 960 / 5 N. Garfield Street, Mt. Angel, OR 97362

Phone (503) 845-9291 Fax (503) 845-6261

Visit us on the Web: [www.ci.mt-angel.or.us](http://www.ci.mt-angel.or.us)

## City Business License Application

All information must be completed before the application will be accepted. *Please print or type information.*

Business Name \_\_\_\_\_ Business Phone \_\_\_\_\_

Business Street Address \_\_\_\_\_

Business Mailing Address \_\_\_\_\_

Type of Business Conducted \_\_\_\_\_

Applicant's Full Name \_\_\_\_\_ Applicant's Email Address \_\_\_\_\_

Applicant's Residential Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Number of employees and/or individuals in business (including owner) Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

Building Owner's Name \_\_\_\_\_ and Phone \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION

Name \_\_\_\_\_ Phone \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

Alarm System Company \_\_\_\_\_ Phone \_\_\_\_\_

Type: Audible \_\_\_\_\_ Silent \_\_\_\_\_ Hold-up \_\_\_\_\_ Fire \_\_\_\_\_ Other \_\_\_\_\_

Fire Insurance Company \_\_\_\_\_ Is this a home based business? Yes  No

Is building remodeling planned? Yes  No  Does building have a fire sprinkler system? Yes  No

Are there hazardous materials stored or used on premise? Yes  No  Location: \_\_\_\_\_

**\*\*PLEASE RETURN THIS COMPLETED FORM TO: City of Mt. Angel PO Box 960  
Mt. Angel Oregon 97362 WITH YOUR APPLICATION FEE \*\***

Part of our community service is tracking all businesses that operate within the City of Mt. Angel. A business license system helps us assure quality, safety, and land use compatibility based on basic common community standards. We partially pay for our services to local business with an annual business license fee. **Receiving a business license does not imply compliance with any other applicable laws or regulations.** Business name and public contact information may be shared as requested under Public Records Law. Private information, however, including emergency contact and insurance information will not be shared. By signing this, I agree to comply with all applicable federal, state and municipal laws.

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Print Applicant's Name

\_\_\_\_\_  
Applicant's Signature

\*\*\*\*\*

#### FOR CITY USE ONLY:

Application Fee \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Receipt No. \_\_\_\_\_

Fee Amount \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Receipt No. \_\_\_\_\_

## IMPORTANT INFORMATION FOR BUSINESSES

1. **Sign Permits Required:** All signs are subject to the provisions of the Sign Code. Contact City Hall for details at (503) 845-9291.
2. **Outside Storage or Display:** Businesses who wish to store or display any goods out of doors must first obtain a Permit. Contact City Hall for details at (503) 845-9291. Refer to Mt. Angel Development Code for zoning limitations.
3. **Existing Commercial Structures:** If you are planning to move into an existing building you should be aware that some restrictions exist regarding the uses that are permitted in them. Contact City Hall for details at (503) 845-9291.
4. **Zoning:** Ordinarily, all businesses must be located within commercial/industrial zones. In these zones, most types of business operations are permitted. Contact City Hall for details at (503) 845-9291.
5. **Bavarian Theme District:** Any and all buildings, structures, walkways or lighting in the Bavarian Architectural Theme District must conform in exterior design to the Bavarian Architectural Theme. Contact City Hall for details at (503) 845-9291.
6. **Security:** If you would like information or assistance regarding securing your business against theft or burglary contact the Police Department at (503) 845-9294. Also, if you need help regarding bad checks or other law enforcement matters, the Police Department can assist you.
7. **Fire Protection:** If you would like information or assistance regarding making your business fire safe contact the Fire Department at (503) 845-2438. They can also provide you with information regarding the Volunteer Fire Department.
8. **Mt. Angel Chamber of Commerce:** The Chamber exists to work for the interests of businesses located in and around Mt. Angel. Contact the Chamber of Commerce by calling (503) 845-9440.

## FEE SCHEDULE FOR BUSINESS LICENSES

**(\$50.00 Application Fee is required for all applications)**

**NOTE:** Ordinance 754 of the City of Mt. Angel imposes the Business License. The annual fee for a Mt. Angel business license is \$50.00 per year. The license is valid from January 1 through December 31 of each calendar year. Fees are due by January 1 each year. All license fees shall be delinquent if not paid within 10 days after due. Late fees for failing to obtain a license will be \$5.00 per month and will accrue up to \$1,000.00. New applications will be prorated on a quarterly basis.