



(For Office Use Only)

Permit No. _____

Expires _____

CITY OF DUNDEE BUSINESS LICENSE APPLICATION

*Regulated by DMC 5.04 – Business Licenses

Please Check One: General Business (\$75.00)¹ General Business (\$45.00)^{1,3} Home Occupation (\$75.00)² Bed and Breakfast (\$75.00)²
 Small Short-Term Rental (up to 4 occupants - \$100.00) Medium STR (5-8 occupants - \$125.00) Large STR (more than 8 occupants - \$150.00)

¹Charges for Multiple Business and/or Partnerships may differ. ²Requires Land Use approval prior to issuance of a license. ³If after October 1st

*Late Fees will begin accumulating if annual business license is not renewed by January 31st of each year.

Section 1. General Information

Name of Business: _____

Business Location: _____

Mailing Address: _____

Business Telephone Number: _____ Secondary Number: _____

Email Address: _____ Website: _____

Nature of Business: _____ Number of Employees _____

Section 2. Land Use Approval

Some businesses must receive land use approval as well as business license approval. In these circumstances, a land use application and approval must be completed and received. Those businesses include, but are not limited to, Home Occupations, Short-Term Rentals, Bed and Breakfasts, and any business requiring Type 1 Checklist Approval.

Land Use Approval File No. _____ Date Approved _____

Land use approval will remain in effect so long as the business license is renewed each year. Failure to renew may necessitate a new land use approval.

Section 3. Short-Term Rental Renewals

Several items are required to be done prior to business license renewal for Short-Term Rentals.

Please provide the following:

- Evidence that the STR generated at least \$500.00 in transient room taxes over the last 12-month period.
- Evidence that, at the time of renewal, all transient room taxes have been paid in full for the previous year.
- An affidavit stating that notice has been mailed to all neighbors within 500-feet of the STR property that includes contact information for the representative of the Short-Term Rental. Contact information must include Name, Phone Number, and Email Address. Please attach a copy of the notice to the affidavit as well as a list of persons receiving notice.
- The log of complaints for the previous year. This shall include issues received/reported by the property owner or manager and all nuisance issues that were addressed by the police. The log must explain how each complaint was addressed.

Section 4. Hazardous Materials

Does your business involve the storage or use of any flammable materials or supplies? Yes No

If the answer is yes, provide the name(s) of each material and the quantity kept at the business site. Please put an asterisk (*) next to each of these products or materials (if any) that are classified as hazardous, toxic, or explosive by the US Department of Commerce or the Oregon State Fire Marshall's office.

Material Name	Amount on Premise
_____	_____
_____	_____
_____	_____
_____	_____

Section 5. Owner Information

_____ **(Please Initial)** I am submitting the information below on the condition that the City of Dundee keep it confidential to the fullest extent of the law.

Owner's Name: _____ Phone Number: _____

Owner's Address: _____

Driver's License Number: _____ State _____

Manager's Name: _____ Phone Number: _____

Driver's License Number: _____ State _____

Number of Employees: _____ Is business protected by Alarm System? Yes No Permit Number: _____

Emergency Contacts:

#1. _____ Phone Number: _____

#2. _____ Phone Number: _____

#3. _____ Phone Number: _____

I, _____ will conduct business as described in this application during the year, or partial year, for which the business license is hereby applied for in conformity with all laws of the State of Oregon and the Ordinances of the City of Dundee. I HEREBY CERTIFY THAT ALL INFORMATION IS TRUE, CORRECT AND COMPLETE TO THE BEST OF MY ABILITY.

Signed _____

Date _____

Approved Yes No Initials _____ Date _____ Comments _____