

CITY OF BROOKINGS

898 Elk Drive
Brookings, OR 97415



Business License Application

Business Name _____ Number of Employees _____

Location of Business _____

Business Mailing Address _____ Fax number _____

Business Telephone Number _____ Email address _____

Type of Business (please describe in detail – for more space, use the back of this application or attach a separate sheet of paper)

List Sanitary Facilities Available _____
(Restaurants are required to have these facilities in the building.)

Fire Prevention (number of extinguishers) _____

Name of Business Owner _____ Birthdate _____ Driver's Lic. No. _____

Owner(s) Address _____ Telephone Number _____

Owner(s) Cell Number _____ After Hours Phone Number _____

Owner of Property _____ Address _____

Assessor's Map # & Tax Lot #: _____

Licensing/Permits: Please list any required State or Federal licenses, registrations or permits pertinent to this business.

Licensing Agency _____ License/Permit Number _____

It is important that all items be addressed and the application be completed prior to submitting it to the Finance Department at City Hall. If you have any questions please call us at (541) 469-1125.

Applicant's Signature _____

Date _____

FOR CITY STAFF USE ONLY

Date Application Received _____

Application Approval:	Initial	Date	Comments
Planning	_____	_____	_____
Public Works	_____	_____	_____
Building	_____	_____	_____
Fire	_____	_____	_____
Police	_____	_____	_____
Finance	_____	_____	_____

Please put additional comments on reverse of this sheet.

Amount Due _____

Receipt Number _____

License Number _____

Business License Fee Schedule

For all businesses located outside of the City of Brookings, doing business within the City, the fee is \$85.00.

Total Employees	Fee each Year
0 – 10	\$ 73.00
11 – 25	119.00
26 – 50	177.00
51 – 75	353.00
76 – 100	701.00
101 – 200	1,165.00
200 +	1,776.00

Additional fees are necessary for gaming or amusement devices, taxis, etc.