



898 Elk Drive
Brookings, OR 97415

Business License Application

Business Name _____ Number of Employees _____

Location of Business _____

Email Address _____ Number of Fire Extinguishers _____

Business Mailing Address _____

Business Telephone Number _____ FAX: _____

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

List restroom facilities available _____ (Restaurants are required to have facilities in the building)

If your business location is in your home, will customers be coming to your home? Yes or No

Does the business you are conducting require a construction contractor license? Yes or No

****Please refer to the State of Oregon website for more information on who needs a construction contractor license**

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 _____

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

Licensing Agency _____ License/Permit Number _____

**Please complete all items on this application prior to submitting to the Finance Department at City Hall.
If you have any questions please call (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 \$93.00.

Total Employees	Fee each Year
0 – 10	\$ 76.00
11 – 25	\$ 125.00
26 – 50	\$ 184.00
51 – 75	\$ 367.00
76 – 100	\$ 729.00
101 – 200	\$ 1,212.00
200 +	\$ 1,847.00

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