

# 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	\$ 70.00
11 – 25	114.00
26 – 50	170.00
51 – 75	339.00
76 – 100	673.00
101 – 200	1,118.00
200 +	1,704.00

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