



# CITY OF TOLEDO APPLICATION FOR BUSINESS LICENSE

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

Business Location \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Business Phone \_\_\_\_\_ Is the business a corporation? Yes  No

Natures of Business \_\_\_\_\_

Federal, State, or Trade license numbers (if applicable): \_\_\_\_\_  
(attach a copy of license to this application)

Owner of Business \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

Manager/Proprietor (if different) \_\_\_\_\_

Property Owner \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

You are hereby notified that even after payment of the fee, Planning Department approval must be obtained before operating, at any given location within the City. All Ordinances of the City, including fire, planning and zoning, must be complied with in addition to any taxes or fees paid for the privilege of conducting a business within the City limits of Toledo, Oregon.

I hereby affirm that the above information is true to the best of my knowledge.

\_\_\_\_\_  
Applicant Signature Date

Number of Employees	Amount	
1 or 2	\$60.00	License fee from schedule \$ _____
3 to 5	\$85.00	+
6 to 10	\$110.00	Application fee \$ <u>25.00</u>
11 to 20	\$160.00	=
21 to 50	\$260.00	Total \$ _____
in excess of 50	\$410.00	

Please complete this form, sign and pay applicable fees to:

**City of Toledo**  
**Attn: Finance Department**  
**P.O. Box 220**  
**Toledo, OR 97391**  
**Phone: 336-2247**

\*\*\* FOR OFFICE USE ONLY \*\*\*

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**BUSINESS LICENSE APPLICATION CHECKLIST  
DEPARTMENT REVIEW**

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**Fire Department**

Fire Inspection Scheduled for Later Date

Inspected By  Fire Chief  Code Enforcement  None Required

Fire Inspection Comments \_\_\_\_\_  
\_\_\_\_\_

Fire Recommendation  Approval  Denial

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**Planning Department**

Assessor's Map/Tax Lot # \_\_\_\_\_ Zoning \_\_\_\_\_

Code/Building Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Planning Recommendation  Approval  Denial

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**Finance Department**

Water/Sewer Current Billing \_\_\_\_\_

Water/Sewer Delinquent Billing \_\_\_\_\_

Water/Sewer Comments \_\_\_\_\_  
\_\_\_\_\_

Assessments \_\_\_\_\_

Other Liens \_\_\_\_\_

Finance Recommendation  Approval  Denial

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Activity No. \_\_\_\_\_

License No. \_\_\_\_\_