

CITY OF HAPPY VALLEY

BUSINESS LICENSE APPLICATION 2020-2021



16000 SE MISTY DRIVE
 HAPPY VALLEY, OR 97086-6299
 PHONE: 503-783-3800 FAX: 503-658-5174 EMAIL: licenses@happyvalleyor.gov
 www.happyvalleyor.gov

LICENSE: New _____ Renewal _____ License #: _____

Business Name _____ Number of Employees _____

Business Phone _____ Cell Phone _____ FAX _____

*Phone # to be listed in Happy Valley Business Directory: _____

Email Address: _____

Applicant's Name (Print) _____
(Last) (First) (Middle Initial)

Business Address: _____
(Street Address) (City) (State) (Zip Code)

Mailing Address: _____
(Street Address) (City) (State) (Zip Code)

Type of Business _____

* If this is a NEW Class D Home based business license with the City, you will need to attach the Home Based Business Questionnaire

CCB License _____ Expiration Date _____
(Building and Landscape trades **ONLY**)

Other Licenses (Metro or State) _____ Expiration Date _____

I hereby certify that the information contained herein is true to the best of my knowledge. I hereby agree to abide by the ordinances of the City of Happy Valley and to correct any hazards or violations as they pertain to the above business. Issuance of this license does not guarantee that the use conforms to the City of Happy Valley land use regulation

Applicant's Signature X _____ **Date** _____

- The licensing of trades, shops, occupations, professions and business in the City of Happy Valley is regulated
- **Upon receipt by the City of your application and appropriate annual fee, a license valid through June 30, 2021 will be issued.** This license will be mailed to the above mailing address. A copy of this form completed by the City will serve as a temporary license, if necessary. NOTE: For NEW applications received after January 1st but before May 31st only half the license fee will be charged. **(Renewals are not included)**
- Renewal applications will be mailed to all Licensees approximately one (1) month prior to the expiration date. Business Licenses not renewed by July 20th will be considered delinquent and may be subject to additional fees.
- If any of the information provided on this application changes during the license period, it is the responsibility of the Licensee to inform the City.

PLEASE CHOOSE LICENSE CLASS

License Class	License Fee	Description
A	\$ 100.00	COMMERCIAL BUSINESS (Retail/Wholesale)
B	\$ 100.00	DAY CARE FACILITY
C	\$ 100.00	RENTAL PROPERTY- Multi-Family
D	\$ 50.00	HOME BASED BUSINESS (within Happy Valley jurisdiction ONLY)
E 1	\$ 100.00	BUILDING TRADES/LANDSCAPE CONTRACTOR—Receipts in Happy Valley OVER 250,000 annually
* E 2	\$ 50.00	BUILDING TRADES/LANDSCAPE CONTRACTOR—Receipts in Happy Valley UNDER 250,000 annually *CLASS E2 \$50 FEE WAIVED WITH A COPY OF A METRO LICENSE ATTACHED TO THIS APPLICATION
F	\$ 50.00	TEMPORARY – PEDDLER/SOLICITOR (10 day special license)

Mail Completed Application and Fee to above address

Office Use Only:

Paid:

License# _____ Class _____ Fee _____ CASH CC CHECK # _____ Receipt # _____ DATE RECEIVED:

*Fee Waived with Metro license _____