



# City of Happy Valley Business License Application

16000 SE Misty Dr. • Happy Valley, Oregon 97086  
(503) 783-3800 • Fax: (503) 658-5214 • Email: licenses@happyvalleyor.gov

**For the period July 1, 2023 through June 30, 2024**

NEW

RENEWAL / LICENSE #

OWNERSHIP CHANGE

ADDRESS CHANGE

NAME CHANGE

## BUSINESS INFORMATION

Business Name		DBA (Doing Business As)	
Business Street Address		Business Mailing Address (if different)	
City, State, Zip		City, State, Zip	
Email Address			
Business Phone #	Cell Phone #	Fax #	# of Employees

## LICENSE INFORMATION

Type of Business	Home Based Business <input type="radio"/> Yes <input type="radio"/> No
• If this is a NEW Class D Home Based Business License within the City, attach the Home Based Business Questionnaire •	
CCB License	Expiration Date
Metro License	Expiration Date

## LICENSE FEES & LICENSE CLASS

- 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, 2024 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
<input type="radio"/> A	\$100.00	COMMERCIAL BUSINESS (Retail / Wholesale)
<input type="radio"/> B	\$100.00	DAY CARE FACILITY
<input type="radio"/> C	\$100.00	RENTAL PROPERTY - Single and Multi Family
<input type="radio"/> D	\$ 53.00	HOME BASED BUSINESS (within Happy Valley jurisdiction ONLY)
<input type="radio"/> E1	\$100.00	BUILDING TRADES / LANDSCAPE CONTRACTOR - Receipts in Happy Valley OVER \$250,000 annually
<input type="radio"/> E2*	\$ 50.00	BUILDING TRADES / LANDSCAPE CONTRACTOR - Receipts in Happy Valley UNDER \$250,000 annually
<b>** CLASS E2 \$50 fee waived with a copy of a Metro License attached to this application **</b>		
<input type="radio"/> F	\$ 50.00	TEMPORARY - Peddler / Solicitor (10 day special license)

## SIGNATURE AND INFORMATION

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.

**Mail Completed Application and Fee to above address**

Applicant's Signature	Date
-----------------------	------

## OFFICE USE ONLY

License #	Class	Fee	Date Received
Cash    Check    Card	Amount Paid	Receipt #	DWL