





## Business Registration

### **General information:**

The business registration is a tax imposed by the City Council. A business registration is required for businesses operating within the city limits, whether a commercial or home-based business.

The business registration is paid annually in advance of the registration year and is effective January 1 to December 31. A new business that begins January through June will pay the full year fee. A new business that begins July through December shall pay 50% of the standard base fee.

Contractors must submit a copy of their current contractor license with the application.

*Fee: \$110.00 standard base fee plus \$5.00 for each full-time employee including owners*

### **Temporary business registration:**

A temporary registration is available to businesses whose services are completed in a 14-day period. One temporary registration is granted per calendar year and is valid 14 days from application.

*Fee: \$25.00*

### **Not-for-profit organization:**

A business registration is required for all not-for-profit organizations. The organization must submit a copy of their Internal Revenue Service's letter indicating their exempt status with the initial application.

*Fee: No charge with proper documentation*

### **Door-to-door solicitation:**

A business registration is required for door-to-door solicitors. Each solicitor must carry a copy of the registration receipt when doing business. Affixing advertisement materials to personal, public or private property is prohibited. Prior to canvassing neighborhoods, contact the Milwaukie Police Department at 503-786-7400.