

Phone (541) 469-2163
FAX (541) 469-3650

CITY OF BROOKINGS

898 Elk Drive
Brookings, OR 97415



Business License Application

Business Name _____ Number of Employees _____

Location of Business _____

Business Mailing Address _____

Business Telephone Number _____ FAX Number _____

Type of Business _____

List Sanitary Facilities Available _____
(Restaurants are required to have these facilities in the building.)

Fire Prevention (number of extinguishers) _____

Name of Operator _____ Birthdate _____ Driver's Lic. No. _____

Operator(s) Address _____ Contact Number _____

Owner of Property _____ Address _____

Assessor's Map # & Tax Lot #: _____ # of FTE: _____

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) 469-2163.

Applicant's Signature _____ Date _____

FOR CITY STAFF USE ONLY

Date Application Received _____

| Application Approval: | Initial | Date | Comments |
|-----------------------|---------|-------|----------|
| Planning | _____ | _____ | _____ |
| 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 \$75.00.

| Total Employees | Fee each Fiscal Year |
|-----------------|----------------------|
| 0 – 10 | \$ 60.00 |
| 11 – 25 | 100.00 |
| 26 – 50 | 150.00 |
| 51 – 75 | 300.00 |
| 76 – 100 | 600.00 |
| 101 – 200 | 1,000.00 |
| 200 + | 1,500.00 |

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