

WELCOME TO THE CITY OF BROOKINGS!

If you are currently conducting business within the City Limits of Brookings or if you plan on doing business in the future, you need to obtain a City of Brookings Business License in accordance with City Ordinance No. 80-O-334. The following information is provided to help you better understand the policies and procedures regarding business licenses.

To Obtain a Business License

Applications are available in the Finance Department at City Hall and need to be filled out completely in order to be processed. We are located at 898 Elk Drive and our business hours are 9:00 a.m. to 4:30 p.m., Monday through Friday.

For a business located inside the City Limits of Brookings, the annual fee (from July 1 through June 30 of the following years) is as follows:

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

For Businesses located outside the City Limits of Brookings, the annual fee is \$75.00.

Approval—Issuance of Licenses

Once the application has been returned to our office it is submitted for review by all departments of the City. Once reviewed and approved, we will notify the applicant to pay the fee. Once the fee has been received we will print the license and mail it to the address shown on the application.

Your Business License needs to be conspicuously displayed at your principal place of business. Mobil licensees (delivery trucks, contractors, etc.) should carry the license with them or display it in their business vehicle.

Businesses Located in Your Home

To insure that residential areas of our City are maintained as such, the City Land Development Code requires a Home Occupation Permit when doing business from your home. This application is available in the Finance Department at City Hall and is free of charge. It is also available online at www.brookings.or.us/Forms/Forms.htm.

When a Business License and Home Application Permit application are returned to the Finance Department, the Home Occupation Permit must be approved by the Planning Department before the Business License Application is reviewed by other City departments.

Taxi Cab Permits

Special procedures are required when a license is submitted to operate a taxi cab service. For more information, please contact the Finance Department at (541) 469-2163.

Renewals

All Business Licenses are issued for a fiscal year beginning July 1 and ending June30 of the following year. Courtesy reminders are sent out during the first week of July. However, renewal is the responsibility of the license holder. You have from July 1 to July 30 to renew without any penalty. Renewals received after August 1 will be assessed a penalty of \$10.00 per month for every month after July that payment is delayed.

If you discontinue doing business within the City Limits of Brookings, please contact our Finance Department immediately so that we may update our records.

Mushroom Byers/Sellers

The City of Brookings Ordinance No. 96-O-518 requires all sellers and purchasers of seasonally gleaned forest products doing business in Brookings (mushrooms, wild berries, huckleberries, ferns and fir boughs, cascara bark, etc.) to hold a current City Business License. The license must be purchased before any sales or purchases can be made. A 90-day temporary license may be purchased for \$25.00. However, a temporary license may not be renewed within the fiscal year of issuance or extended beyond the 90 days.

We hope this information is helpful. If you have any suggestions or comments, please let us know. Remember, the city staff is here to help you get through this process as easily as possible.

