



**Randy Leonard, Commissioner**  
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OFFICE USE ONLY:

**ACCOUNT #:**

DATE ACCEPTED:

INITIAL:

## APPLICATION FOR BUSINESS LICENSE EXEMPTION

1) NAME:

PRINT Name(s) of Owners, Partners, Corporation – as filed on the State of Oregon Tax Return

2) BUSINESS NAME/Doing Business As (DBA):  
 If different from above NAME

3) BUSINESS CONTACT NAME:	CONTACT TITLE:	CONTACT PHONE: ( )
Is this person authorized to represent the licensee? <input type="checkbox"/> Yes <input type="checkbox"/> No		

4) TAX ENTITY:  Sole Proprietor  Partnership  Corporation  Estate  Trust  
 (check one)  Ltd. Liability Co.  Ltd. Partnership  S – Corporation  Other:

5) FISCAL YEAR END: _____	BUSINESS FAX: ( ) _____	6) TAX ENTITY ID # (not subject to disclosure) F.E.I.N: _____ SS #: _____
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7) NUMBER OF OWNERS:	8) DATE BUSINESS ACTIVITY BEGAN IN PORTLAND:	9) Is this business activity outside Portland? Yes <input type="checkbox"/> No <input type="checkbox"/> IF YES, describe business activity outside Portland:
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10) BUSINESS ADDRESS: (location)

11) BUSINESS PHONE: ( ) _____	12) PROPERTY TYPE: Is business address on: <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> RESIDENTIAL property?
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13) BUSINESS ACTIVITY DESCRIPTION: \_\_\_\_\_

(office use only)  
 SIC CODE:

14) MAILING ADDRESS: (If different from line 10 above)

15) Is this a new business?  Yes  No IF business was previously licensed, give name of previous owner: \_\_\_\_\_

16) If any of the current owners of this business have a current or expired PORTLAND license, give account information:  
 NAME: \_\_\_\_\_ ACCOUNT #: \_\_\_\_\_ YEAR LICENSED: \_\_\_\_\_

**IN ORDER TO OBTAIN AN EXEMPTION FOR AN EXISTING LICENSE OR TO OBTAIN AN EXEMPTION FOR A SECOND YEAR IT IS NECESSARY TO PROVIDE COPIES OF APPLICABLE TAX RETURNS.**

### EXEMPTION BY REASON OF GROSS INCOME (RECEIPTS)

I hereby state that the EXPECTED gross income (receipts) from all activity everywhere of this business will be less than \$25,000 for the calendar/fiscal year \_\_\_\_\_. By Business Law, Title 7.02.400, this business is therefore exempt from the licensing required for the above stated year. I understand that should the gross receipts exceed \$25,000 for that year, the exemption will no longer be in effect and I will be under obligation to immediately obtain a license for that year, even if that year has passed. I further understand that failure to obtain a business license when required to do so will subject me to penalties.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**NO LICENSE WILL BE ISSUED**

**KEEP A COPY OF THIS FORM FOR YOUR RECORDS**

Some of the information provided on this form may be subject to disclosure under public record law