BUSINESS LICENSE APPLICATION OVERVIEW

Thank you for choosing to locate or keep your business in Canby. The City is committed to your success. If you have questions or need assistance with the application or permitting process please call 503.266.0601. If you would like to conduct business in Canby you will need to have a business license and renew annually by your anniversary date. The annual fee is $50.00. Please complete this application and return it to Canby City Hall at PO Box 930, 222 NE 2nd Avenue, Canby, OR 97013.

- In order to avoid any delay or complications, please contact the City of Canby's Development Services Department early in your decision-making process and especially prior to signing a lease or purchasing property. It is important for you to ensure the zoning and your proposed use of an existing building is appropriate for the business you plan to operate. The Development Services Department is located at 222 NE 2nd Avenue or may be reached by phone at 503.266.7001.

- If your business is in a home or building within the City Limits - the Fire Department, Development Services Department/Building, and Police Departments must approve your business license application.

- Please fill out your Business License form and other appropriate forms for your business. This can include the Home Occupancy form, and Contractors and Subcontractors form (if applicable). Staff can advise you on the right set of forms for your business. Next, submit the application and fee to City Hall.

- Once a complete application is submitted the City can process and issue your Business license **within 15 business days**.

- **Change of Ownership:** If a business changes ownership a new City of Canby business license application will need to be completed. If the business is within the city limits, departmental approvals will need to be obtained.

- **If the Federal Tax ID number changes, a new business license will be required**.

- **Business Relocation (Inside City Limits):** If you relocate your business inside the city limits of Canby, you are required to update your current City business license by completing a new City of Canby business license application and obtaining departmental approvals.

- **Business Relocation (Outside City Limits):** If you relocate your business outside the city limits of Canby, and are actively doing business in Canby, you are required to update your current City business license by completing a new City of Canby business license application. No departmental approvals are required.

Application Instructions:

- Enter the name under which you do business.
- Enter the physical business address.
- Enter the mailing address, if different.
- Enter the main business phone number, website address (if applicable) and email address.
- Enter the owner's name, contact phone and address.
- Enter the nature of your business.
- Do you own or lease your building/space and if so, what is the square footage of space that is owned/leased.
- Indicate whether your business is a home-based business within the Canby City Limits and how many customers you have on a daily basis. **If home-based, return the Home Occupancy Regulation form**.
- If you lease property for your business, list information for the property owner.
- If you have an alarm system, please indicate what type. **If so, an alarm permit is required by the Police Department.**
- List two emergency contacts, with phone numbers, in addition to the Owner/Manager's number. Enter if you have employees, number of FTE (if applicable) or if you are self-employed.
- Sign and date the application confirming the information provided on the application is true and complete to the best of your knowledge. Include the business federal tax ID number which is used for Transit Tax purposes.
- If you are a contractor, your CCB number is required. Landscapers need to supply their LCB. Indicate the expiration date. Complete the Contractor's/Landscaper's Board Statement of Registration and City of Canby Contractors and Subcontractors Regulations.
- **Note to Contractors and Subcontractors:** Pursuant to Canby Municipal Code Chapter 5.04, section 5.04.150 Contactors and Subcontractors responsibility states that ***it shall be the responsibility of all general contractors, utility companies and subcontractors working in the city to obtain a business license. It shall further be the responsibility of all general contractors and utility companies working in the city to provide a list of all names and addresses of subcontractors under their direction. Failure of any subcontractor to obtain a license may result in a stop work order on any project within the City's jurisdiction.***

If you believe you are exempt from paying a business license fee, proof of exemption must be provided with the returned application. For example, non-profit organizations should attach a copy of their IRS "Letter of Determination" or 501(c)(3).

City Hall
PO Box 930
222 NE 2nd Avenue
Canby, OR 97013
503.266.4021

Development Services Department
PO Box 930
222 NE 2nd Avenue
Canby, OR 97013
503.266.7001

Canby Area Transit (CAT)
195 SE Hazel Dell Way, Suite C
Canby, OR 97013
503.266.4022

Police Department
1175 NW 3rd
Canby, OR 97013
503.266.1104

Fire Department
221 S Pine
Canby, OR 97013
503.266.5851

10/2016

PO Box 930
222 NE 2nd Avenue
Canby, OR 97013
503.266.4021
FAX: 503.266.7961

CITY OF CANBY
BUSINESS LICENSE APPLICATION
Annual Fee $50.00

CITY LIMITS

Date Paid: _____

Amount Paid: _____

Check # _____

Business License # _____

NAICS: _____

☐ **New** ☐ **Change of Ownership** ☐ **Business Relocation (Inside City Limits)**

Please Print or Type and Fill Out the Application Completely

_____ _____
Business Name DBA- Doing Business As

_____
Business Street Address (no PO Box) City State Zip

_____
Business Mailing Address (if different than above) City State Zip

_____
Business Phone Cell Phone FAX Owner/Manager Contact Phone

_____
Email Address Website Address

_____
Owner/Manager Name Owner/Manager Home Address (no PO Boxes)

Please describe the type of service / goods you will provide, sell or manufacture: _____

_____

Date you began/will begin doing business in Canby: _____

Do you own or lease your building/space? Own ____ Lease____ Total square footage of space owned/leased: _____

The following additional information is required if this is a new business located within Canby City limits:

Is the business a Home Occupancy? Yes ____ No _____ If yes, how many customers daily on average: _____

If the building is leased commercial or industrial property, give name, address and phone number of the property owner:

_____

Type of Alarm System: None_____ Burglary _____ Holdup _____ Fire _____ Combo Fire/Burglary_____

Other _____ Central Alarm Station Name and Phone Number _____

CANBY AREA TRANSIT TAX CLASSIFICATION
Please note: All wages and self-employment income earned within the Canby Urban Growth Boundary are subject to Canby Area Transit tax.

Please initial the following statement that applies to your business:

____ I have employees **and** receive non-payroll income from the profits of my business (report a profit/loss on IRS Schedule C). *(Quarterly payroll **and** annual self-employment returns must be submitted.)*
Number of FTE (full-time equivalent):_____

Continued on back page

____ I have employees (myself included). (*Quarterly payroll returns must be submitted.)*
Number of FTE (full-time equivalent):_____

____ I have no payroll but receive income from the profits of my business (report a profit/loss on IRS Schedule C).
(Annual self-employment returns must be submitted.)

____ I am a non-profit or claim the following exemption: _____

None of the above? One or the other type of forms needs to be filed unless an exemption applies. Our understanding is that corporate officers are paid reasonable wages for their work, but if there are no wages for a given period, a return certifying "0" needs to be submitted. Consultation with a tax professional is recommended.

Accounting/Payroll Administrator Contact Information:

_____ _____
Name Phone

_____
Address City State Zip

_____
E-Mail Address

The information provided on this form is true and complete to the best of my knowledge. I agree to comply with all ordinances of the City of Canby, including filing of Canby Area Transit Tax, and any applicable building, and zoning, and signage, fire and police requirements and with federal, state and municipal law:

_____ _____
Applicant's Signature Federal Tax ID Number

_____ _____
Title Date

DEPARTMENTAL APPROVALS REQUIRED FOR BUSINESSES LOCATED INSIDE CANBY CITY LIMITS

City Planner: Date _____ Initials _____ Approved_____

Comments: _____

Building Official: Date _____ Initials _____ Approved_____

Comments: _____

Police Department: Date _____ Initials _____ Approved_____

Comments: _____

Fire Department: Date _____ Initials _____ Approved_____

Comments: _____

**Fire Inspection required when a new business or re-located business occupies a new space or building. Final inspection can only be made once the business is in a "ready to open" condition

EMERGENCY CONTACTS: FOR POLICE AND FIRE RECORDS

Name _____ Phone_____

Name _____ Phone_____

10/2016

CITY OF CANBY
HOME OCCUPATION REGULATION
CANBY MUNICIPAL CODE 16.04.240 HOME OCCUPATION

"Home Occupation" means a lawful activity commonly carried on within a dwelling by members of the family occupying the dwelling with no employees or other persons being engaged provided that:

A. The residential character of the building is maintained;
B. The activity occupies less than one-quarter of the ground floor area of the building;
C. The activity is conducted in such a manner as not to give an outward appearance nor manifest any characteristic of a business in the ordinary meaning of the term nor infringe upon the rights of neighboring residents to enjoy the peaceful occupancy of their homes. Business visitors to the premises shall not exceed eight (8) per day and delivery trucks shall not exceed one (1) per day;
D. The occupation shall not be carried on in an accessory building of the residence where the building is larger than six hundred (600) square feet;
E. No signs are permitted except for a single un-illuminated nameplate not to exceed two (2) square feet in area (on the exterior of the building or window).
F. All home occupations require a City Business License if the home is located within City limits.

CANBY MUNICIPAL CODE 16.16.020 CONDITIONAL USES

Home occupations which otherwise meet the strict definition of Section 16.04.020, but which involve the manufacture of products, nonresidential storage of goods, or any activity which is likely to increase traffic, may be allowed with a Conditional Use Permit.

1. A Conditional Use Permit Application fee is $2,040.00
2. All Conditional Use Applications must go before the City of Canby Planning Commission

HOME OCCUPATION BUSINESS LICENSE AFFIDAVIT

I, _____, being an applicant for a business license in the City of Canby, OR, do hereby state and formally declare that I have read and do understand the regulations governing home occupation businesses. Further, I hereby swear to conduct my business at all times within the rules and regulations as set forth in Ordinance 16.04.240 of the Canby Municipal Code. I understand that the City may revoke my business license at anytime if I fail to comply with all applicable ordinances.

Business Name: _____

Signature: _____

Address: _____

Date: _____

If you have questions regarding Home Occupancy Regulations, please contact the City of Canby Development Services Department at 503.266.7001.

FILL OUT THIS SECTION IF YOU ARE A CONTRACTOR OR LANDSCAPER

CONTRACTOR'S/LANDSCAPER'S BOARD
STATEMENT OF REGISTRATION

I hereby subscribe that my business:_____

(Name of Business)

is registered with the STATE OF OREGON Contractor's/Landscaper's Board as provided under ORS 701, and further state that said license is in full force and effect.

_____ _____
Contractor's/Landscaper's State License Number Expiration Date

For office use only:
CCB/LCB license confirmation Initials _____ Date _____

_____
Signature

CITY OF CANBY
CONTRACTORS AND SUBCONTRACTORS REGULATIONS

Pursuant to Canby Municipal Code Chapter 5.04.150*: "It shall be the responsibility of all general contractors, utility companies and subcontractors working in the city to obtain a business license. It shall further be the responsibility of all general contractors and utility companies working in the city to provide a list of all names and addresses of subcontractors under their direction. Failure of any subcontractor to obtain a license may result in a stop work order on any projects within the city's jurisdiction."*

I, _____, being an applicant for a business license in the City of Canby, Oregon, do hereby state that I have read and do understand the regulations governing Contractor and Subcontractor businesses. Further, I hereby swear to conduct my business at all times within the rules and regulations as set forth in Canby Municipal Code 5.04.150. I understand that the City may revoke my business license at anytime if I fail to comply with all applicable ordinances.

Please forward your list of subcontractors to City of Canby, Attn: Administration, PO Box 930, 222 NE 2nd Avenue, Canby, OR 97013. Our Fax number is 503.266.7961.

_____
Subcontractor's Business Name Business Address City State Zip

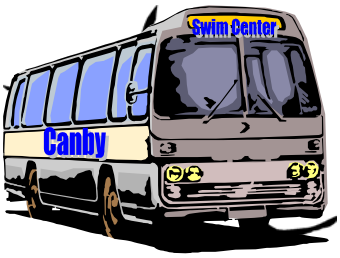
Signature: _____

Date: _____

STARTING A BUSINESS?

Visit the Secretary of State's Corporation Division Business Information Center on the Internet!
http://www.filinginoregon.com

The Business Information Center publishes a guide that provides basic information and a general checklist to guide you through the process of starting a business in Oregon.



CAT
Canby Area Transit Taxes

A guide for businesses

Please provide this information sheet to your Accounting/Payroll Administrator

The Canby Area Transit District is bounded by the limits of the Canby Urban Growth Boundary – an area including and extending somewhat beyond the city limits of Canby. Similar to other local transit districts such as Wilsonville, Sandy and Molalla, Canby is separate from the Tri-Met transportation system and charges a lower tax rate.

Employer Payroll Transit Tax

All employers, including businesses headquartered outside the district, that pay wages **earned in the local transit district** must file payroll tax returns with the City of Canby. The transit tax is imposed directly on the employer. The tax is figured only on the amount of gross payroll for services performed within the local transit district. This includes traveling sales representatives and employees working from home.

Self-Employment Transit Tax

Also subject to the tax are the earnings of self-employed individuals, sole proprietors, independent contractors, real estate agents, members of a partnership, and certain LLC's who have **earnings from doing business or providing services in the local transit area**. If you also have earnings from *outside* the district, you must use a reasonable method of apportionment to calculate your tax liability.

Where do I start?

When you obtain a Canby Business License, a Canby Transit Tax account will also be set up based on the tax classification indicated on your Business License application. Some businesses may be subject to both tax types. If you are working outside the city limits but within the urban growth boundary you are not required to have a business license; however you are still required to file and pay transit tax. If you are not required to have a city business license, please contact the Transit Tax office to be issued a tax account number.

How and when do I to file?

Payroll forms are sent out quarterly and are due no later than the last day of the month following the end of the quarter. Annual self-employment forms are sent annually and due no later than April 15 each year. Forms and instructions are also available on the CAT Tax web page. You are still required to file a return even if you have zero tax due. If you use a payroll service or a tax preparer, please be sure they are aware your business is subject to Canby transit taxes.

What is the tax rate?

The tax rate is 0.6 %. That is $6.00 for every $1000 of taxable wages (multiplication factor = .0060). Additional penalties, interest and fees may also apply to late or incomplete filings.

Exemptions and special circumstances

Wages exempt from transit taxes:

- Federal credit unions
- public school districts
- entities with a 501(c)(3) designation (except hospitals)
- domestic service in a private home
- religious organizations, including churches
- **Ministers:** Compensation received by a minister or member of a religious order when performing religious services is not subject to this tax. However, compensation received for performing religious services as an independent contractor is subject to this tax.
- **Insurance Agents:** Insurance related income is not subject to the tax. However, non-insurance related earnings are subject to this tax.

Partnerships: The individual self-employed members of the partnership are responsible for filing and paying the tax. However, a partnership may choose to file one transit self-employment tax return and pay the tax for all of its individual partners.

Corporation distributions: C-Corp and S-Corp distributions are not subject to this tax. However, all employers who pay wages for services performed in the local transit area must pay the transit payroll tax. This includes corporation officers who must receive reasonable compensation for services performed.

Annual Payroll Filing: Annual (rather than quarterly) payroll tax reporting may be authorized for businesses whose reporting history indicates the business does occasional work within the local transit area resulting in tax due of $120 or less per year, or an average of $30 or less per quarter. If you would like to switch to annual payroll reporting please contact the Transit Tax office.

Tax forms, instructions and additional information, such as a Canby Urban Growth Boundary map, can be accessed from our web site at:

www.canbyoregon.gov/transportation/transittax.htm

Tax filings, payments and correspondence should be mailed to:

City of Canby
Transit Tax
PO Box 930
Canby OR 97013-0930

Payments can also be made in person at:

City Hall
222 NE 2nd Avenue
Canby, OR

Questions can be directed to:

Email: transitpayrolltax@canbyoregon.gov
Phone: 503.266.0687
Fax: 503.266.1799

A message from the City of Canby

Clackamas County businesses are required to recycle.

The City of Canby, Metro and Clackamas County have adopted Business Recycling Requirements to increase recycling in our region. The ordinance requires local businesses to recycle all types of paper and certain containers such as plastic bottles, aluminum cans and glass. In passing this ordinance in November 2009 the City of Canby reaffirms the City's commitment to reducing the impact of the community on the environment.

Clackamas County staff can help your business take the right steps to meet these new requirements.

Recycling Specialists are ready to help your business with free, customized service to design a comprehensive recycling program.

A Recycling Specialist can help you:

Analyze your waste stream.

Set up recycling service or work with your custodial staff.

Get tips on reducing waste and purchasing sustainable products.

Get training and educational materials for your employees.

Share practices to engage staff.

Did you know . . .

Businesses generate over half of the waste in our region. On an average year, businesses still send more than 100,000 tons of recycleable paper and containers to our landfill.

Recycling can help your business reduce costs and help create jobs!

FREE RESOURCES

1. **Recycling Boxes**
   To place under your desk and at central points within your workplace
2. **Recycling Posters**
   Full color, ready-to-print options
3. **E-training tool**
   A fun, interactive way for your employees to learn how to recycle at work
4. **Free Onsite Assistance**
   In-person visit from a Recycling Specalist
5. **Get Recognized**
   Become a Leader in Sustainability member and share your success

503-742-4458 • lis@clackamas.us

Resource Conservation & Solid Waste
clackamas.us/recycling/lis
Order materials online at
http://bit.ly/2apjPKD

CLACKAMAS COUNTY

Printed on 100% post-consumer waste paper.

In your **Garbage Container**

Frozen food containers

Glassware, ceramics and **incandescent light bulbs**

Plastic film and **bags**

To-go cups and **containers**
(paper or plastic cups and clamshells)

Also in your garbage: foam, food-soiled paper, pizza boxes, carpet, textiles, food scraps, containers labeled "compostable," pet waste and diapers. *Some items can be taken to a* ***drop-off center*** *to be recycled.*

In your **Recycling Container**

Plastic bottles, jugs, buckets and **tubs**
6 ounces or larger

Mixed paper and **carboard**

Metal

Recycling reminder: Empty and rinse, clean recyclables only. When in doubt, toss it in the garbage.

In your **Glass Container**

Glass bottles and **jars**
Empty and rinse containers

Reduce & Reuse

Simple actions add up!
Recycling is great, but can you do more? Remember your travel mug or water bottle when going out, and bring a reusable bag when shopping.

Find information and drop-off locations for donation, recycling or disposal at **oregonmetro.gov/findarecycler** or call Metro's Recycling Information Hotline 503-234-3000.

Resource Conservation & Solid Waste
503-557-6363
wasteinfo@clackamas.us
clackamas.us/recycling

CLACKAMAS COUNTY