

Other Resources

Better Business Bureau - Oregon
503-721-9350
www.bbb.org

Clackamas Community College
Small Business Development Center
503-656-4447

Clackamas County Environment
and Health Services
503-655-8384

METRO
Business License Information
503-797-1710
www.oregonmetro.gov

Oregon Liquor Control Commission
503-872-5000

State of Oregon Business Information Center
503-986-2200

State of Oregon Construction Contractors
Board
503-378-4621
www.ccb.state.or.us

State of Oregon Corporation Division
503-986-2200

U.S. Small Business Administration
503-326-2682

Internal Revenue Service
1-800-829-1040

Additional information

The Finance Department maintains a directory of all licensed businesses at www.lakeoswego.city/finance/getting-business-license. These lists are updated quarterly.

More detailed lists can be requested through a Public Records Request available online at www.lakeoswego.city/citymanager/public-records-request. A minimum fee of \$18.00 plus \$0.25 per page will be due.

City of Lake Oswego
380 A Avenue
Post Office Box 369
Lake Oswego, OR 97034



Phone: 503-635-0279 Fax: 503-699-7457
Email: blpayments@lakeoswego.city

If you would like more information regarding business licenses, please visit our website:
www.lakeoswego.city/finance/



Business License

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Business License

Who needs a City of Lake Oswego business license?

Lake Oswego Ordinance 20.02.025 requires that anyone conducting business within the City of Lake Oswego must first obtain a business license, unless specifically exempted by State law (*Real Estate Agents, Insurance Agents*).

Does the license cover door-to-door solicitation?

Yes.

Where should you go to apply for a business license?

Applications are available at the Finance Department on the first floor of City Hall or online at www.lakeoswego.city/finance/getting-business-license.

Applications must be submitted by mail, email, fax, or in person.

How long will it take to get your license?

Applications should be submitted 30 days prior to the date the license is requested to be effective. The review process is normally completed within 10 business days.

How much will it cost?

Current fees for the initial business license application are:

1-3 employees (including owners)	\$80
4-10 employees (including owners)	\$110
11 or more employees (including owners)	\$150

Renewal Fees for business licenses:

1-3 employees (including owners)	\$64
4-10 employees (including owners)	\$84
11 or more employees (including owners) ...	\$110

Renewal Fees if paid late:

1-3 employees (including owners)	\$80
4-10 employees (including owners)	\$110
11 or more employees (including owners) ...	\$150

What happens after the fees are paid and the application is submitted?

Once submitted, all applications are routed to the Planning Department for review and approval. Planning staff reviews all commercial and home business license applications for compliance with the Zoning Code to ensure that the business is an allowed use in the zone and that adequate parking is available for each business. However, if issues such as health and safety are involved, the review process may also include the Engineering, Fire, and Police Departments.

Once the application has been approved, the license will be mailed to you.

Sign Permits

Permits are required for all new permanent signs, changes to existing permanent signs, and temporary signs such as those that advertise sales and special events. All sign permits are reviewed by the Planning staff for compliance.

Application forms are available in the Planning Department located on the third floor of City Hall or online at www.lakeoswego.city/planning/signs

Contact the Planning Department at 503-635-0290 with any questions about sign codes.

