

## Other Resources

Better Business Bureau - Oregon  
503-721-9350  
[www.bbb.org](http://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](http://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](http://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](http://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](http://www.lakeoswego.city/citymanager/public-records-request). A minimum fee of \$20.00 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](mailto:blpayments@lakeoswego.city)

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



*Business License*

*Information*

Business  
Licenses

Finance  
Department

## 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](http://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](http://www.lakeoswego.city/planning/signs)

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

