

# CITY OF MEDFORD

Business Licenses  
200 S. Ivy Street, 2<sup>nd</sup> Floor  
Medford, Oregon 97501  
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[www.medfordoregon.gov](http://www.medfordoregon.gov)



## APPLICATION FOR BUSINESS AND REGULATORY LICENSES Home Based Business

The Medford Code requires annual licensing of each business operating in the city. Applicant must notify the city within 30 days of any change in application information and keep all necessary county/state/federal licenses and permits current. Failure to do so will be treated as a misrepresentation and may result in revocation of license. *\*If some of the requested information on this form does not apply to your business, please write "N/A" on the space provided.*

Start date at this location \_\_\_\_\_

**CHECK ONE:** Is your home INSIDE the city limits of Medford?  OUTSIDE the city limits of Medford?

**Name of Business** \_\_\_\_\_

### Owner(s) of Business:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Business Address \_\_\_\_\_  
Street Address City State Zip Code

Mailing Address \_\_\_\_\_  
Street Address City State Zip Code

Business Phone \_\_\_\_\_ Private Phone \_\_\_\_\_ Other \_\_\_\_\_

Emergency Phone Number (required): \_\_\_\_\_ Email address: \_\_\_\_\_

Oregon Construction Contractor# \_\_\_\_\_ Oregon Landscape Contractor# \_\_\_\_\_ Expire \_\_\_\_/\_\_\_\_/\_\_\_\_

Please describe the business activity and any accessory business activity \_\_\_\_\_

\*No. of Employees including Owners \_\_\_\_\_ \*Name of Business Manager: \_\_\_\_\_

\*Square footage used for your business - not to exceed 10% of the existing dwelling (Home Based Agreement #9) \_\_\_\_\_ sq. ft.

If inside the city limits of Medford: I have signed the **Home Based License Agreement** and will abide by the terms \_\_\_\_\_ (Initial)

All activities associated with, and occurring at, the above listed business location within the city limits of Medford, Oregon are in compliance with municipal, state and federal laws and ordinances. Yes  No

\*I understand that the approval of an associated Building Application and/or Building Permit does not imply a favorable endorsement for a Business License.

\*The undersigned applicant attests that the facts stated herein are true as I reasonably believe. I understand that this is a "sworn statement" and that any material misrepresentation contained herein will be cause for denial or revocation of license.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY

Business License # \_\_\_\_\_  
License Fee \$ \_\_\_\_\_  
Additional Fees \$ \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

Receipt Date _____
Paid: _____
Initials: _____