



**City of Coos Bay**  
**Public Works & Community Development Department**  
 500 Central Ave., Coos Bay, Oregon 97420  
 Phone 541-269-8918 • Fax 541-269-8916  
 Email: [permits@coosbayor.gov](mailto:permits@coosbayor.gov)

\*\*\*Office Use Only\*\*\*

License Number: \_\_\_\_\_  
 Permit Number: \_\_\_\_\_

\_\_ New \_\_ Renewal \_\_ Transfer (ownership)

## Commercial Location Business License Application

**Business name:** \_\_\_\_\_  
*(NOTE : All applicants must register their business name with the State of Oregon if required.)*

**DBA:** \_\_\_\_\_

**Business owner name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Physical business address:** \_\_\_\_\_

**Zoning:** \_\_\_\_\_ **Parcel/Lot #:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Type of business:** \_\_\_\_\_

**Emergency contact name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Building owner name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Off-Street Parking:** \_\_\_\_ # Existing \_\_\_\_ # Shared (note: shared parking requires evidence of right-of-joint use)

**Chemicals stored/used on-site (Y/N):** \_\_\_\_ Stored \_\_\_\_ Used

**Will any of the following be discharged into the wastewater treatment system (Y/N):** \_\_\_\_ Industrial wastewater \_\_\_\_ Chemicals

**Does the business site have the following (Y/N):** \_\_\_\_ Oil/Grease Trap

**Does your business (Y/N):** \_\_\_\_ Serve/Sell alcohol \_\_\_\_ Sell marijuana products \_\_\_\_ Prepare/Serve food  
 \_\_\_\_ Re-sell merchandise \_\_\_\_ Allow overnight guests \_\_\_\_ Transport passengers  
 \_\_\_\_ Have signage (If yes, please describe signage and placement location in project description below)

**Project Description:**  
 Describe the project in detail, including what is being proposed, days and hours of operation, time-line for opening etc. Attach separate sheet with additional details as needed.

**What changes will be made to the building/tenant space?**

Describe structural/cosmetic changes that will be made to the interior/exterior of the building/tenant space.

**Your application submittal must also include a Site/Floor plan including the following items:**

- Floor layout
- Intended use of each room/area
- Square footage of entire office space
- Square footage of each room/area
- All entrances/exits (Note: Single action integrated door hardware is required for all exit doors)
- Windows/doors
- Smoke detectors
- Fire extinguishers
- Fire alarm systems
- Indicate if sprinklered
- Indicate location of permanent structures (walls, counters, etc.)
- Direction of true north
- Property boundaries including dimension and size of the subject site
- Adjacent street names
- Parking areas (include number of spaces)

**Information to be submitted by property owner prior to issuance of business license:**

- Floor plan of entire building with all current tenants listed
- Right of joint use for shared parking if applicable

**License Type and Fee: Only one of the 3 choices apply.**

- 1. General Retail & Service Businesses: .....\$120.00
- 2. Contractors: CCB License    CCB No. \_\_\_\_\_ Exp. Date \_\_\_\_\_ .....\$120.00
- 3. Other, Taxi, Entertainment Club businesses: Type of business: \_\_\_\_\_ .....\$120.00

**Fire Inspection Fee** – Required fee to ensure compliance with safety standards .....\$120.00

**Please return this application with floor plan and your check made payable to the City of Coos Bay in the amount of \$240.00**

*Pursuant to Coos Bay Municipal Code 5.05.080 1(d), the City of Coos Bay may request proof of possession of any license, certificates, or registrations that are required by state or federal laws to conduct the type of business listed on the business license application. Possession of a Coos Bay business license does not in any way guarantee a holder has met the certification requirements for their occupation.*

*Pursuant to Coos Bay Municipal Code 5.05.110, nothing contained in this chapter may be construed as vesting any right in a license or a contract obligation on the part of the city as to the amount of the fee. Other taxes or fees and the fees provided by council resolution may be increased, decreased, or created by the city. Any business may be reclassified at any time and other fees or taxes may be levied. No person who has received a license and has paid the fee required under this chapter shall be entitled to any refund. [Ord. 568 § 1(12), 2023; Ord. 103 § 11, 1987].*

*I hereby agree to abide by all terms and provisions of the code referred to above and to furnish other information as may be required.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**\*\*\*Office Use Only\*\*\***

Date Paid: \_\_\_\_\_

Date Issued: \_\_\_\_\_