



BUSINESS LICENSE 2020

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|-------------------------|------------------|------------------|--------------------------|
| Type of License: | General Business | Commercial Truck | Secondhand Dealer |
| | Rental | Solicitor | Street & Sidewalk Vendor |
| | Home Occupation | Social Games | Commercial/Industrial |

Name of Business:

Owner/Contact Person:

Opening Date:

If owner, Date of Birth:

Business Address:

Phone #1:

Additional Business Addresses, if any:

Mailing Address:

Phone #2:

City:

State:

Zip:

Email:

Emergency Contact:

Name:

Mailing Address:

Phone:

Briefly describe the nature of your business:

Number of Employees (FTE) **OR** Rental Units: 1 2-10 11-30 31+

Applications will not be accepted without payment. Please contact City Hall for the current fee schedule.

I have read [HMC Chapter 5.05](#), and will abide by the regulations of the city of Harrisburg.

Date:

Signature:

Submit form to: City Recorder, City of Harrisburg, 120 Smith Street, PO Box 378, Harrisburg, OR 97446

Email: meldridge@ci.harrisburg.or.us

Phone: (541) 995-6655

Fax: (541) 995-9244

DISCLAIMER: License approval does not authorize you to trespass on private property, or to violate federal, state, or local laws in the operation of your business.

Special License Type Requirements

Below are additional application submission requirements for special types of Business Licenses. Please provide the required information with submission of the Business License application form. Incomplete applications will not be accepted. The city reserves the right to request additional information needed to demonstrate compliance with applicable provisions of the city's municipal code.

Home Occupation License

Provide a written narrative addressing how the application complies with the applicable review criteria in [HMC 5.07.030](#).

Commercial Truck License

Provide a written narrative addressing how the application complies with the applicable review criteria in [HMC 5.09.040](#).

Provide a written description of graphic describing the designated travel route(s) of the truck from a designated truck route to the residence where the truck will be kept.

Provide a written description of the anticipated days and times the truck will be traveling on non-designated truck route streets.

Provide a graphic showing the location of the proposed parking for the commercial truck.

Solicitor License

Applicant is required to pass a background check.

Provide a photograph taken within last 60 days that is two inches by two inches showing the head and shoulders of the applicant in a clean and distinguishing manner.

Provide the name of the company/employer, if the applicant is employed, and the credentials establishing the employer-employee relationship.

Provide a copy of all vehicle registration information for all vehicles owned or used by the applicant.

Provide a copy of applicant's current driver's license.

Social Games License

Applicant is required to pass a background check.

Provide a photograph taken within last 60 days that is two inches by two inches showing the head and shoulders of the applicant in a clean and distinguishing manner.

Provide a copy of applicant's government issued identification.

Secondhand Dealer License

Applicant is required to pass a background check.

Provide a photograph taken within last 60 days that is two inches by two inches showing the head and shoulders of the applicant in a clean and distinguishing manner.

Provide a copy of applicant's government issued identification.

Street & Sidewalk Vendor License

Applicant is required to pass a background check.

Provide a written narrative addressing how the application complies with the applicable review criteria in [HMC 5.25.050](#).

Provide a drawing or photograph of the proposed unit.

Provide a copy of applicant's government issued identification.

Provide a complete list of all items the applicant proposes to offer for sale.

Provide evidence of liability insurance at least equal to the City's tort liability limits.

Provide a damage deposit in an amount established by Council Resolution.

I the undersigned understand and agree to hold harmless the city of Harrisburg, including its employees, officials, and agents, against any claim, loss, liability or expense resulting directly or indirectly from the activities licensed herein.

Date:

Signature:

Printed:
