

State of Oregon

Secretary of State - Business Information Center

255 Capitol St. NE, Suite 151 Salem, OR 97310
(503) 986-2200

<https://sos.oregon.gov/business/Pages/default.aspx>

Oregon Department of Revenue

955 Center St NE Salem, OR 97301
(503) 378-4988

Email: questions.dor@oregon.gov

<https://www.oregon.gov/DOR/Pages/index.aspx>

Oregon Bureau of Labor & Industries

800 NE Oregon St, Suite 1045 Portland, OR 97232
(971) 673-0761

Email: mailb@boli.state.or.us

<https://www.oregon.gov/boli/Pages/index.aspx>

Oregon Liquor Control Commission

9079 SE McLoughlin Blvd. Portland, OR 97222
(503) 872-5000

Email: OLCC.servicepermits@oregon.gov

<https://www.oregon.gov/olcc/pages/index.aspx>

Oregon Department of Human Services

500 Summer St NE E-15 Salem, OR 97301
(503) 945-5600

<https://www.oregon.gov/DHS/Pages/index.aspx>

Oregon Building Codes Division – Umatilla County

800 SE Emigrant Ave, Suite 360 Pendleton, OR 97801
Phone: (541) 278-7814

<https://www.oregon.gov/bcd/permit-services/Pages/umatilla-county.aspx>

Business Oregon Infrastructure Finance

Melissa Drugge, Regional Development Officer
(503) 508-3147

<https://www.orinfrastructure.org/>

Oregon Construction Contractors Board

201 High Street SE Salem, OR 97301
(503) 378-4621

Email: ccb.info@state.or.us

<https://www.oregon.gov/ccb/Pages/index.aspx>

County of Umatilla

Umatilla County Health Department

200 SE 3rd Street Pendleton, OR 97801
(541) 278-5432

Email: health@umatillacounty.net

<http://www.co.umatilla.or.us/health/>

Umatilla County Assessment and Taxation

216 SE 4th Street Pendleton, OR 97801
(541) 276-7111

Email: at@umatillacounty.net

<http://www.co.umatilla.or.us/at/index.html>

Other Resources

U.S. Small Business Administration – Oregon

620 SW Main Street, Suite 313 Portland, OR 97205
(503) 326-2808

<https://www.sba.gov/offices/district/or/portland>

Blue Mountain Small Business Development Center

2411 NW Carden Ave Pendleton, OR 97801
(541) 278-5833

<https://bizcenter.org/centers/blue-mountain-sbdc/>

Milton-Freewater Chamber of Commerce

157 South Columbia Milton-Freewater, OR 97862
(541) 938-5563

Email: mfchamber@mfchamber.com

<https://mfchamber.com/>

City of Milton-Freewater

City Hall

722 South Main Milton-Freewater, OR 97862
(541) 938-5531

<https://www.mfcity.com/>

Planning Department

(541) 938-8234 or 8235

Electric Department

(541) 938-8232

Finance Department

(541) 938-5531

Public Works Department

501 Lamb Street Milton-Freewater, OR 97862
(541) 938-8270

The above list is for informational purposes only and should not be construed or relied upon as a complete listing of agencies to contact for licenses.

Business License Information

City of Milton-Freewater



Planning Department – City Hall

722 South Main Street

Milton-Freewater, OR 97862

(541) 938-8234 or 8235

laurel.sweeney@milton-freewater-or.gov

www.mfcity.com

Q: Do I need a City of Milton-Freewater Business License?

A: You are required to hold a valid City Business License if you are operating a business venture within the city limits.

- This includes Home Occupations (businesses run out of a house)

Q: Where do I obtain a Business License Application?

A: Business license applications and supporting forms are available in the Planning Department at City Hall, or online at www.mfcity.com, under Planning and Development – Starting a New Business.

Q: What are the fees?

A: Business License fees are \$50 from January 1st to December 31st. There are no pro-rated fees.

- All fees are paid with the Finance Department. Payment may be submitted at the front desk at City Hall, called in at **(541) 938-8207**, or mailed to 722 South Main Milton-Freewater, OR 97862.
- Accepted payment methods are cash, check, and credit/ debit card.

Q: How long are they valid for and how do I renew my Business License?

A: Business Licenses expire December 31st of every year. Renewal notices will be mailed to you each November. If your application is not renewed within 30 days after December 31st deadline, it will be subject to a \$25 late fee.

Q: Are there any business activities that do not need a Business License?

A: Yes. Exempt business types include:

- Contractors or Landscape Contractors with a contractor's license issued by Washington or Oregon

- Federally tax-exempt organizations and non-profit religious organizations
- Baby sitting and child care on a part time basis

Q: Are there any business types that do not need to pay the license fee?

A: Yes. Non-profit organizations and insurance agents are exempt from the business license fee.

Q: How do I apply for a Business License?

1. Fill out a Business License application, Police Department form, and Fire Department checklist (Home Occupations do not need to complete Fire Department checklist)
2. Attach a copy of your government issued photo ID to your application
3. Pay the \$50 fee to the Finance Department

Q: How long does it take to get a Business License?

A: Licenses are approved within 14 business days. Once approved, your license will be mailed to you.

Q: Are Business Licenses transferrable?

A: No. If a business is bought or sold, the new owner must apply for a new Business License. In addition, the previous owner must contact the Planning Department to cancel their business license.

Q: If I stop operating my business, do I need to notify anyone?

A: Yes, please notify the Planning Department if you are no longer in business. This will ensure that you will stop receiving annual renewal notices.

Q: Do I need a new Business License if I relocate my business?

A: No, however you need to notify the Planning Department of your new location and check that the zoning is suitable for your business.

Important Considerations Prior to Opening Your Business

Zoning

Before leasing or purchasing space for your business, it is important to check the zoning of your site to ensure it is suitable for the type of business you want to operate. The City Zoning Map is available in the Planning Department at City Hall or online at www.mfcity.com, under Departments and Services – Community Development and Planning.

Signage

If you are planning on installing a sign for your business, you will need a zoning permit with the Planning Department. Please refer to Title 10, Chapter 7 in the City Code for sign regulations. The City Code is available online at www.mfcity.com, under Planning and Development – City Code. For more information, contact the Planning Department at **(541) 938-8234**.

Parking

For parking requirements, please refer to Title 10, Chapter 6 of the City Code.

Utilities

Please contact the Public Works department at **(541) 938-8270** for water, sewer, and garbage service and information.

Electricity

Please contact the Electric Department at **(541) 938-8232** for electricity service and information.

Please post your business license in a clearly visible location.