



CITY OF MILTON-FREEWATER

Planning Department

722 South Main / P.O. Box 6 Milton-Freewater, OR 97862

BUSINESS LICENSE APPLICATION & RENEWAL

FEE: \$50

Business Name: _____ Business Phone: _____

Business Location in Milton-Freewater: _____

Mailing Address (if different): _____

Owner/Applicant Legal Name: _____ Date of Birth: _____

Mailing Address: _____

Phone Number: _____ Message Number: _____

Email _____

Would you like to be contacted through **MAIL** or **EMAIL** for yearly license renewals? **Please circle one**

Emergency Contact: Name: _____ Phone: _____

After Hours Contact: Name: _____ Phone: _____

State or Federal Licenses & Numbers: _____

Business Activity Description: _____

Number of Employees: (Including Owner) _____

Is your business in your home? (Home Occupation) _____ Non-Profit? _____

DO YOU HAVE OR PLAN TO USE PROPANE OR NATURAL GAS IN YOUR BUSINESS? YES / NO
DO YOU UTILIZE AND/OR STORE HAZARDOUS CHEMICALS IN YOUR BUSINESS? YES / NO

I understand that if approved the license will be valid from the date of issuance through the last day of the calendar year which the license was issued, regardless of the date of issuance during the year. If false or misleading information has been provided on this application, the Business License may be suspended or denied. I understand that this application must be approved by the City Planner and that submission of this application will therefore constitute consent for the City to conduct an investigation of the application and to enter the business property if needed. The City Planner shall approve, approve with conditions or deny any application within 14 calendar days of receipt.

If a change in occupancy occurs, an inspection will be required by the State Fire Marshall. Please contact Kyle Stewart, Fire Marshall, at (971) 372-9480 and Oregon State Building Codes at 541-276-7814, to schedule an inspection.

I understand that this form is only an application. If approved, a license will be mailed to my mailing address. If the application is not approved, a letter will be sent to notify me.

NOTE: ADDITIONAL CITY PERMITS MAY BE NECESSARY BEFORE THE OWNER CAN COMMENCE BUSINESS. ALL BUSINESS SIGNS WITHIN THE CITY LIMITS MUST BE APPROVED BY THE PLANNING DEPARTMENT PRIOR TO INSTALLATION.

NEW APPLICATIONS: PLEASE ATTACH A COPY OF A GOVERNMENT ISSUED PHOTO ID

Signed: _____ Date: _____

Title: _____ PD: _____



Milton-Freewater Police Department

722 South Main • Post Office Box 6

Milton-Freewater, OR 97862

(541) 938-5511

Fax (541) 938-6909

Milton-Freewater Business Owners and Managers:

The Milton-Freewater Police Department routinely responds to silent and audible burglar alarms at your businesses. In addition, our patrol officers check buildings for open doors and windows after business hours. **It is imperative that we are continuously provided with updated emergency contact names and phone numbers as they change.** Our standard operating procedure is to ask for a responsible person from a business to respond to the location if the situation warrants. Please take a moment to provide your emergency contact list below in the order you would wish to be notified. **We also remind you to provide updated contact information as employees change.**

Thank you for your assistance.

DATE: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

MAILING ADDRESS: _____

BUSINESS PHONE: _____

BUSINESS FAX: _____

List the responsible in the order you want us to contact them in the event of an unusual circumstance at the business for after hours. Do not use the business number unless it is both the business number and personal contact phone number for the responsible.

	NAME	PHONE
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

Please return this form to the Police Department by mail, fax or person.



**City of Milton-Freewater
Fire Department**

Self Fire Safety Inspection for Businesses

Business Name:	Business Phone:		
Address:	Email:		
Building Owner:	Contact Phone:		
After-Hours Contact:	Contact Phone:		
After-Hours Contact:	Contact Phone:		
Access and Premises	Yes	No	N/a
Are building address numbers visible from the street?			
Is the exterior fire department access unobstructed?			
Does your building have a Knox box? If so, will the keys in it open all doors? If locks have been changed, or you would like to purchase a Knox box; contact the City of Milton-Freewater Fire Department to install new keys, or order a Knox box.			
Are all weeds and combustible vegetation removed so as not to create a fire hazard?			
Is there a maintained minimum of 3 feet of clearance around fire hydrants?			
Egress (Exits)	Yes	No	N/a
Are all exit ways and doors easily recognizable, unobstructed, and functional?			
If the main exit door has key locking hardware, is there a sign above the door that states, "THIS DOOR MUST REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED," and are all other exits operable from the inside without the use of a key or any special knowledge or effort?			
Are exits and exit enclosures free of storage?			
Are doors with self-closing devices maintained in the closed position (not blocked or wedged open)?			
Electrical	Yes	No	N/a
Are all electrical outlets, switches, and junction boxes properly covered with cover plates? Is the electrical system safe from any apparent shock and/or any other electrical hazards?			
Are circuit breakers/fuses labeled so as to identify the area protected?			
Is the area in front of the electrical panel clear by at least 30 inches?			
Are extension cord/s used temporarily (less than 90 days)?			
Are extension cord/s of heavy duty construction, maintained in good condition, and used to service small portable appliances?			
Are extension cord/s plugged directly into an approved receptacle, power tap, multi-plug adapter, and, except for approved multi-plug extension cord/s, serve only one portable appliance?			
Is the capacity of the extension cord/s greater than the rated capacity of the portable appliance supplied by the cord/s?			

If multiple items need to be plugged in, is a power tap utilized with a built-in circuit breaker, and is the power tap plugged directly into a permanently installed receptacle?			
Emergency Lighting / Egress Illumination	Yes	No	N/a
If emergency lighting is provided, is it maintained in operable condition?			
Is the means of egress illuminated when the building is occupied?			
If exit signs are required, are they maintained as illuminated or self-luminous?			
Does the backup battery work? (Push the test button, the exit sign should illuminate under battery power.)			
Fire Alarm System	Yes	No	N/a
If the building is equipped with a fire alarm system, has the required annual service of the system been performed by a qualified company or professional?			
Fire Safety and Evacuation Plans	Yes	No	N/a
If drills are required, are they conducted successfully at varying times and conditions and are records maintained on the premises?			
If required, are evacuation plans posted?			
If required, are there fire safety plans?			
Portable Fire Extinguishers	Yes	No	N/a
Is there access to a fire extinguisher(s) rated at a minimum of 2A-BC per 6,000 square feet in low hazard areas, and per 3,000 square feet in medium hazard areas?			
Is the travel distance from all portions of the building less than 75 feet to a fire extinguisher?			
Are all fire extinguishers visible and accessible (not blocked)?			
Have all fire extinguishers been serviced and tagged by a qualified professional within the last 12 months?			
Is the fire extinguisher(s) properly mounted? Proper locations near exit doors where possible, not exceeding minimum travel distance, properly mounted (maximum 5 feet high if less than 40 lbs., maximum 3-½ feet high if greater than 40 lbs. In all cases, minimum 4 feet above the ground or floor?			
Fire/Smoke Separations	Yes	No	N/a
Are all fire/smoke separations (smoke doors, fire doors, fire walls, etc.) maintained in working condition?			
Fire Suppression & Sprinkler Systems	Yes	No	N/a
Is storage maintained a minimum of 18 inches below sprinkler head deflectors in fire sprinkled areas?			
If the building is equipped with a fire suppression/sprinkler system, has the required annual service of the fire sprinkler system been performed in the last 12 months by a qualified professional/company?			
In commercial cooking applications, has the hood suppression system been serviced within the last 6 months, and is the hood cleaned at intervals to prevent the accumulation of grease?			

Heat Producing Appliances	Yes	No	N/a
If portable electric heaters are used, are they used safely? Are they plugged directly into wall outlets and kept a <u>minimum</u> of 3 feet away from combustibles, are they equipped with an automatic shutoff device/switch if they tip over?			
House Keeping and Decoration	Yes	No	N/a
Is combustible rubbish that is stored in containers outside of vault storage rooms removed from the building a minimum of once each working day?			
Are oily rags or similar materials stored in metal, metal lined or other approved containers equipped with secured covers?			
Are combustible decorations flame retardant?			
Do combustible decorations cover less than 20% of the wall?			
Mechanical Hazards	Yes	No	N/a
Is the venting for exhaust products of combustion working properly for gas appliances? (i.e. water heaters, furnaces, etc.)			
Smoke Detectors	Yes	No	N/a
If smoke detection is required in common areas such as corridors or part of the fire alarm system, have they been tested in the last 12 months by a qualified professional/company?			
Storage of Combustibles	Yes	No	N/a
Is the storage of combustible material orderly and clear of exits openings?			
Are combustible materials not stored beneath the building?			
Are boiler rooms, mechanical rooms, and electrical panel rooms maintained free of all combustible materials?			
Are garbage containers over 5 cubic feet (40 gallons) provided with lids and made of non-combustible construction?			
Are dumpsters that are 1-½ cubic yards or more not stored inside the building and placed more than 5 feet from combustible walls, openings or combustible roof eave lines?			
If the building contains storage of compressed gas containers/cylinders (such as O2, Co2, helium, etc.), are they chained to prevent them from falling?			
Storage of Combustible and Flammable Liquids			
Are quantities in excess of 10 gallons of flammable and combustible liquids used for maintenance purposes and the operation of equipment stored safety containers and in liquid storage cabinets?			

A **"NO"** response to any of these questions indicates the presence of a fire hazard and a possible fire code violation. Once all hazards identified as having a **"NO"** response are corrected, please sign, date and return this form to the City of Milton-Freewater Fire Department. Thank you for your cooperation. Completion of this form does not provide exemptions from fire inspections conducted by the Oregon State Fire Marshall or provide exemption from any applicable laws, rules, regulations, or requirements.

Printed name of responsible person:

Signature:

Date:

If you have any questions, please contact the City of Milton-Freewater Fire Department.

Please return the form to the Fire Department.

By mail:

City of Milton-Freewater Fire Department
P.O. Box 6
Milton-Freewater, OR 97862

By email:

kassidy.ruiz@milton-freewater-or.gov

In person:

City Hall, Planning Department
722 South Main
Milton-Freewater, OR 97862