

Business License Information

Oregon Secretary of State recommends the following steps for setting up a new business:

1. Do your research
2. Create a business plan
3. Select your business name and structure
4. Register your business
5. Learn about your tax obligations
6. Check into what license, permits or certification you need
7. Learn about other requirements
8. Meet ongoing registration

You can find more information from the State by going to: <https://sos.oregon.gov/business/Pages/default.aspx>

Business Licenses in the City of Umatilla

All Businesses that operate in the City of Umatilla are required to obtain a business license prior to operating. Your business license will require the approval of the Community Development Department, Police, and City Recorder. If you are interested in opening a business in the City of Umatilla, be sure to follow these important steps:

- Zoning for the intended business use must be approved by the Community Development Department and you must be able to conform to the off-street parking requirements (defined as parking other than parking on the street), if applicable;
- Choose a location best suited for your desired business;
- Complete the Business License Application, either online or in person.
- You will be notified by the City after final approval is obtained. If approval is denied, you will be notified by staff, along with the reasons for denial;
- Pay for your Business License after approval: \$40.00 Fee

Businesses renewing their licenses for the next fiscal year, must ensure they are not in violation of any City Ordinance, State, or Federal Regulation or Law. The fiscal year runs from July 1st – June 30th. Any applications for renewal received after 7/15 will incur a late fee of **\$20.00**.

Please note: Additional permits, licenses, and information may be required depending on the type of business. Examples of these are gambling activity, liquor serving or food handling businesses, or contractors.

If you have any questions please call (541) 922-3226 x 114 or visit our website www.umatilla-city.org

You can now pay for your Business License through our website. Click **ONLINE PAYMENTS**, click on **PERMIT FEES** enter your COMPANYNAME as the permit number.