

Phone: (541) 798 -5808
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BUSINESS LICENSE APPLICATION 2026

CITY OF MERRILL
301 E. SECOND ST, P.O. Box 487 (MAIL)
MERRILL, OR 97633

City of Merrill Ordinance No. 252 A, Title XI: Business Regulations: Sections 110: General Licensing Provisions requires anyone conducting business within the City to be licensed. Applications must be submitted to the City Recorder and are deemed approved when approval is obtained from the City of Merrill Common Council. Licenses shall be valid until the 31st of December following date of issuance. The applicant certifies that he or she will comply with all applicable Federal and State laws as well as all ordinances of the City of Merrill relating to the regulation of his or her business activity. **Business License Fees not paid by February 1st will be assessed a penalty of 5% of that fee per month if the fee remains delinquent.**

A separate business license application is required per business or rental address/location.

Please make a separate payment for your license fee. Do not include with your monthly water/sewer utility payments.

**Please remit annual payment by January 31, 2026 to:
City of Merrill, PO Box 487, Merrill, OR 97633**

Please type or print information. Illegible applications will delay processing.

Business/Rental Name: _____

Business/Rental Physical Address: _____

City, State, Zip: _____

Mailing Address: _____

City, State, Zip: _____

OFFICE USE:

City Council Approval Date: _____

Business License No.: _____

PLEASE CHECK APPLICABLE:

- ☐ This is an initial application.
- ☐ This is an annual renewal application.
- ☐ This is a partial year application.
- ☐ I am no longer in business.
- ☐ I would like my Business information on City website.

Please Check Applicable Licensing Fees: See fee details & calculations back page

- ☐ \$ 100 Regular Business License
(Air B&B considered a Regular Business)
- ☐ \$ 50 Single Rental
- ☐ \$ 55 Duplex Rental
- ☐ \$ _____ Multiple rental units (\$50 1st unit + \$ 5 per add'l unit to maximum \$100)
- ☐ \$ 50 Delivery Services
- ☐ \$ 50 Home Based Businesses
- ☐ \$ 10 Weekday Permit
Per Day _____ to _____
- ☐ \$ 5 Weekend Permit
Per Day _____ to _____

E-Mail Address: _____

Business Phone: _____

No. Residential Rental Units: _____

No. Commercial Rental Units: _____

Applicant/Owner Name: _____

Address: _____

City, State, Zip: _____

Applicant Phone: _____

Applicant DOB: _____

Driver's License No: _____ Issuing State: _____

Insurance Provider: _____

Nature of Business: _____

Comments: _____

Insurance Provider Phone Number: _____

**If the business is a corporation, partnership, or a limited liability company, please provide the information required above for the owner for each officer, director, partner, manager etc. not listed above. *If more space is needed, please fill out the addendum sheet or attach an additional page with the information.*

State license required? ☐ Yes ☐ No If not listed below, what type: _____ Lic. No. _____

Contractors Board (CCB) Lic. No. _____ Plumb. Lic. No. _____ Manuf. Dwell. Install. Lic. No. _____

IN THE EVENT OF A BUILDING EMERGENCY, CALL:

1. Name: _____ Phone: _____ After Hours Phone: _____

By signing this application, I declare that the information I have provided is true and correct and is made under the penalty of perjury and false swearing. False swearing is a Class A misdemeanor punishable by up to 365 days in the county jail and a \$6,250 fine.

Date Submitted _____

Applicant Signature _____

Title _____

OFFICE USE ONLY

Fee Type: _____ \$ _____

Late Renewal Fee, if applicable = \$ _____

Total fee due: \$ _____

Cust. # _____ Date Paid _____ Amount Paid \$ _____ Receipt No. _____

Daily License:

From _____ to _____

Fee Type	Amount (Fees are nonrefundable)
1. Permanent Business License- A business location inside Merrill City Limits \$100 annual fee and covers all in one location.	\$100.00 per calendar year
2. Rentals - Duplex Submit a separate business application for each rental location.	\$55.00 per calendar year
3. House Rentals Submit a separate business application for each house rental location.	\$50.00 per calendar year
4. Rentals - 3 or more attached rental units, apartment complex Includes triplex = 3 units attached, apartments or multi-family units (excluding mobile home parks and motels). This cannot be combined with another type of business license. Calculation: Example a 12-unit apartment complex fee would be calculated as: $\$50.00 + 12 \times \$5.00 = \$110.00$ but the maximum is \$100.00 annually. Fee would be \$100.00.	\$50.00 1st unit +\$5.00 per additional unit per calendar year <i>Not to exceed a maximum of \$100 annually.</i>
5. Delivery Service Only for Non-Resident Business	\$50.00 per calendar year
6. Home Based Business - <i>Home occupations earning less than \$1500 are exempt</i>	\$50.00 per calendar year
7. Day License - <i>These fees cannot be applied toward annual fee.</i>	\$10.00 per day Weekdays \$5.00 per day Weekends
8. Mobile Home Park, Motels	\$100.00 per complex
9. Late Business License or Renewal Fee – <i>Failure to renew an annual business before February 1st of the license year.</i>	5% of that fee per month of that remains delinquent
10. Change of Business Ownership	\$100.00 per calendar year
11. Resident Yard Sales, Weekly farmer's market participants, Festival vendors, City Yard sales in City Park or City Hall, minors 18 years or under (no notification needed)	Exempt
Additional Details/Information:	
§ 133.33 VENDING ON STREET OR SIDEWALK: No person shall use or occupy any portion of a street or sidewalk for the purpose of vending goods, wares, or merchandise by public outcry or otherwise, unless a license had first been obtained. (<i>Ord. 193, passed 6-20-1974</i>) Penalty, see § 134.99	

- ☐ Businesses granted licenses **after June 30th** shall pay 50% of the appropriate license fee total.
- ☐ Businesses granted licenses **after September 30th** shall pay 25% of the appropriate license fee total.
- ☐ The Change of Ownership/Re-Issue fee is \$100.
- ☐ **If you do not pay before February 1st, you will be assessed a late fee.**

Example: Mr. Smith comes in to get his Business License renewed on May 15th, although he has been operating his business since January 1st of the year. He will be assessed a 5% late fee for the months of February, March, April, and May (Calc 1/2 month).

Example:

Fee Type 1	\$100.00
Late Fee	+ \$17.50
(5% of \$100 x 3 1/2 months)	
TOTAL DUE	\$117.50*

*Do not pay this amount!! This is an *example* only.!!