



CITY OF ASTORIA  
 1095 Duane Street  
 Astoria, OR 97103  
 (503) 325-5821  
 www.astoria.gov  
 planning@astoria.gov

<u>For Official Use Only:</u>	
License Number:	_____
Receipt Number:	_____

## New Business License (Occupation Tax Form)

Name of Business: \_\_\_\_\_ Federal Tax ID# (EIN/SSN) \_\_\_\_\_

Physical Business Address: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_  
(if different than physical address)

Licensee's Full Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

CCB # (if applicable) \_\_\_\_\_ Is this a Home Occupation? \_\_\_\_\_ Are you preparing or serving food? Yes  No

Please describe your business in detail: \_\_\_\_\_

If you're moving into an existing building, what is the building's current use? \_\_\_\_\_

Are you making any improvements to the interior or exterior of the building? Please explain: \_\_\_\_\_

Do you intend to add/update or change any signage for this location? \_\_\_\_\_

You are hereby notified that payment of a tax, fee or charge does not entitle a business to operate in any particular location. All ordinances of the City (including Fire, Planning, Zoning, Building Codes, etc.) must comply with, in addition to any taxes or fees paid for the privilege of conducting a business within the City limits. In addition, short-term rentals may be subject to a transient room tax. **Occupational Tax is due January 1 of each year.** Late fees apply after February 1. They are subject to a penalty of 10% per month for each month they remain unpaid.

\*\* Number of Individuals Employed: \_\_\_\_\_ Total Fee: \$ \_\_\_\_\_

\*\* Includes owner, officials, full-time and part-time employees as determined by the schedule  
 1 = \$ 35.00      2 = \$47.50      3 or more = see fee schedule on back

I hereby affirm that the above information is true to the best of my knowledge and belief.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<u>Official Use Only:</u>		Zone: _____	Expires on: _____	Paid: _____
Planning Sign-off _____		Late Fee: _____		
Additional Review Required By: N/A		Planning	Building	Fire      Engineering

**Next Steps:**

Please deliver your completed application and payment to the Planning Department on the first floor of City Hall.

Or

Email the application to [Planning@astoria.gov](mailto:Planning@astoria.gov) and call 503-338-5183 to make a payment via credit card.

Once your application has been reviewed, our Finance department will assign your license number and within 4-6 weeks your official business license will be mailed to the address you've provided.

Please contact [OT@astoria.gov](mailto:OT@astoria.gov) for questions about renewals or to check on your mailing status

**OCCUPATIONAL TAX FEE SCHEDULE**

AVERAGE	TAX	AVERAGE	TAX	AVERAGE	TAX
1	\$ 35.00	18	\$ 217.50	35	\$ 322.50
2	\$ 47.50	19	\$ 226.25	36	\$ 327.50
3	\$ 60.00	20	\$ 235.00	37	\$ 332.50
4	\$ 72.50	21	\$ 241.25	38	\$ 337.50
5	\$ 85.00	22	\$ 247.50	39	\$ 342.50
6	\$ 97.50	23	\$ 253.75	40	\$ 347.50
7	\$ 110.00	24	\$ 260.00	41	\$ 352.50
8	\$ 122.50	25	\$ 266.25	42	\$ 357.50
9	\$ 135.00	26	\$ 272.50	43	\$ 362.50
10	\$ 147.50	27	\$ 278.75	44	\$ 367.50
11	\$ 156.25	28	\$ 285.00	45	\$ 372.50
12	\$ 165.00	29	\$ 291.25	46	\$ 377.50
13	\$ 173.75	30	\$ 297.50	47	\$ 382.50
14	\$ 182.50	31	\$ 302.50	48	\$ 387.50
15	\$ 191.25	32	\$ 307.50	49	\$ 392.50
16	\$ 200.00	33	\$ 312.50	50	\$ 397.50
17	\$ 208.75	34	\$ 317.50		

**NOTE:** For individuals in excess of 50, the license fee shall be \$397.50, plus \$2.50 per individual.

The number of individuals carrying on a business includes proprietors, officers, partners, and associates actively engaged in such business and the individuals employed regularly or on a part-time basis.

Individuals employed by an owner or proprietor of a business who work entirely outside the corporate limits of the City shall not be counted.

To calculate the number of individuals employed: calculate the average number of part-time employees and add the number of full time employees. (round up to the next whole number)

\* Example: If your business is a sole proprietor with only 1 owner working and employing 2 part-time individuals, the total number of individuals employed would be 2 and the fee would be \$47.50

\*\* Example: If your business has 2 owners, 3 full-time employees and 3 part-time employees, the total number of individuals employed would be 7 and the fee would be \$110.