

TEMPORARY BUSINESS LICENSE APPLICATION



**CITY OF PORTLAND BUSINESS LICENSE TAX
& MULTNOMAH COUNTY BUSINESS INCOME TAX**
111 SW COLUMBIA, SUITE 600, PORTLAND OR 97201
FAX: 503-823-5192 ~ Office: 503-823-5157 ~ TDD: 503-823-6868
Web: www.portlandoregon.gov/biztax



Business Information

Business Name _____

Owner Name _____

Contact Name (if different) _____

Contact Phone Number _____

Contact Email Address _____

Business Mailing Address _____

City _____

State/Prov _____

Zip Code _____

Event Information

Event Name _____

Event Location _____

City _____

State/Prov _____

Zip Code _____

Event Date(s) _____

Activity Type _____

Payment is required at the time you submit your application. The temporary license fee is \$10.00 per day per vendor or location or per each ride operated (not to exceed \$100.00) when the activity is operating in a temporary location for less than 14 days. For promoters and production companies, the temporary license fee is \$25.00 per day, not to exceed \$100.00.

Vendors conducting limited, seasonal sales (including but not limited to, Christmas trees or fireworks), operating in temporary locations shall pay a temporary license fee of \$10 per day for each location, not to exceed \$100 per location.

Persons exempt under the Business License Law Section 7.02.400 D or E, i.e., non-profit corporations, are also deemed exempt from the requirement to pay temporary business licenses.

**PLEASE NOTE: TEMPORARY BUSINESS LICENSE FEES ARE NOT REFUNDABLE
TO BE COMPLETED BY THE REVENUE DIVISION**

Payment: \$ _____

Payment Type:

Cash

Check #: _____ (checks payable to City of Portland)

Receipt # (temporary business license #): _____

Temporary license valid for the following dates: _____

Issue Date: _____

Initials: _____

7.03.010 Temporary Businesses Exempt from Business License Law.

A. Persons doing business as defined in Section 7.03.030 are considered “temporary businesses” and are not subject to the provisions of the Business License Law, Chapter 7.02, but are subject to the provisions of this Chapter. This Chapter does not apply to a business that is currently licensed under the provisions of Chapter 7.02.

B. The term “person” includes, but is not limited to, a natural person, sole proprietorship, partnership, limited partnership, family limited partnerships, joint venture, association, cooperative, trust, estate, corporation, personal holding company, limited liability company, limited liability partnership or any other form of organization for doing business.

7.03.020 Fees for Revenue.

The term “license” as used in this Chapter does not mean a permit, nor is it regulatory in any manner. The fees prescribed under this Chapter are for revenue purposes only.

7.03.030 Temporary Businesses Defined.

The following persons, as defined, are considered “temporary businesses” subject to the requirements of this Chapter:

A. “Amusement Ride Operator” means an operator of amusement rides not in the same location for more than 14 days.

B. “Temporary Structure Vendor” means a vendor not located in a permanent structure for more than 14 days.

C. “Promoter” means a promoter of commercial entertainment doing business in the City of Portland for no more than three (3) days in any calendar year.

D. “Production Company” means a production company filming in the City of Portland for no more than three (3) days in any calendar year.

E. “Seasonal Vendor” means a vendor operating in a temporary location and conducting limited, seasonal sales (including, but not limited to, Christmas trees and fireworks).

F. “Special Events Vendor” means a vendor operating in a temporary location and selling special event-related merchandise (including, but not limited to, sporting events).

7.03.040 License Required; Fees.

Temporary businesses must apply for and obtain temporary business license certificates from the Revenue Bureau of the City of Portland. Temporary business license fees must be paid as provided below:

A. Temporary Structure Vendors and Special Events Vendors must pay \$10 per day per vendor, not to exceed \$100 per location.

B. Amusement Ride Operators must pay \$10 per day per vendor and \$10 per day for each ride operated.

C. Promoters and Production Companies must pay \$25 per day.

D. Seasonal Sales Vendors must pay \$10 per day for each location, not to exceed \$100 per location.