



NEW   
 RENEWAL   
 1 Year - \$15   
 3 Years - \$25

**City of Mill City**  
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## BUSINESS LICENSE APPLICATION

Business Name: \_\_\_\_\_

Business Street Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Name of Business Owner: \_\_\_\_\_

Residence Address: \_\_\_\_\_ Residence or Cell Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Water Acct #: \_\_\_\_\_

Business Operator/Mgr: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

Type of Business: Retail \_\_\_\_\_ Wholesale \_\_\_\_\_ Other \_\_\_\_\_

Brief Description of Business Activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Business to be opened or established: \_\_\_\_\_

Employment Information: # of full-time employees \_\_\_\_\_ # of part-time employees \_\_\_\_\_

Temporary Business: Yes \_\_\_\_\_ No: \_\_\_\_\_ If Yes, Explain: \_\_\_\_\_

\_\_\_\_\_

Person to Notify in Case of Emergency: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

\*\*\*\*\* For Office Use Only Below This Line \*\*\*\*\*

Reviewed by:  City Recorder Date: \_\_\_\_\_

Approved for issuance of business license by: \_\_\_\_\_ Date: \_\_\_\_\_

Amount of App Fee Paid: \_\_\_\_\_ Received By: \_\_\_\_\_ License Number: \_\_\_\_\_

Date Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

# Building License Review Form

## Site Inspection

Zoning (City of Mill City) \_\_\_\_\_ Date Completed \_\_\_\_\_ Initial: \_\_\_\_\_  
Public Works (City of Mill City) \_\_\_\_\_ Date Completed \_\_\_\_\_ Initial: \_\_\_\_\_

## Zoning:

Existing Use: : \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Zone: (Circle)    Industrial    Central Commercial    Highway Commercial    R-2    R-1

Permitted out right in zone.

Additional Planning Permit Required    Date Approved: \_\_\_\_\_    Initial: \_\_\_\_\_

- Conditional Use Permit
- Home Occupation Permit
- Permit for Land Use Action Adjacent to the N. Santiam River
- Site Plan Review
- Variance

- Signs comply with city code
- Signs must be modified to comply with sign code as attached.
- Address Numbers Must be Posted in Visible Location

Other Comments (Describe):

## Parking Requirements

- # Parking Standard Spaces \_\_\_\_\_
- # Handicapped Accessible Spaces \_\_\_\_\_
- # Parking Spaces Available: \_\_\_\_\_
- Striping Required
- Parking Lot Plan Must be submitted to City.    Date approved: \_\_\_\_\_    Initial: \_\_\_\_\_
- Driveway Approach    \_\_\_\_\_ " AC depth    \_\_\_\_\_ " Base rock    \_\_\_\_\_ ' wide
- Parking Lot    \_\_\_\_\_ " AC depth    \_\_\_\_\_ " Base rock
- All parking requirements met.

Other Comments (Describe):

License # \_\_\_\_\_

**Public Works:**

Public Facilities available at site and in compliance with the city public improvement standards

- Water     Sewer     Paved street     Curb/Gutter     Sidewalks     Storm Sewer

PW Construction Permit # \_\_\_\_\_ Date Approved \_\_\_\_\_ Initial: \_\_\_\_\_

Water main \_\_\_\_\_ " main Date Eng Plans Approved \_\_\_\_\_ Initial: \_\_\_\_\_

Water meter \_\_\_\_\_ " meter \_\_\_\_\_ Backflow Prevention Device

Fire hydrant

Sewer main \_\_\_\_\_ " main Date Eng Plans Approved \_\_\_\_\_ Initial: \_\_\_\_\_

Sewer Tank \_\_\_\_\_ gallon tank

Sewer Pump

Street Paving: \_\_\_\_\_ " AC depth \_\_\_\_\_ " Base rock \_\_\_\_\_ ' wide

Sidewalks: \_\_\_\_\_ " PCC depth \_\_\_\_\_ " Base rock \_\_\_\_\_ ' wide

Driveway Approach \_\_\_\_\_ " AC depth \_\_\_\_\_ " Base rock \_\_\_\_\_ ' wide

Storm sewer: \_\_\_\_\_ " storm sewer per city specifications

Curb/Gutter

Sewer easement Deed # \_\_\_\_\_  LC  MC Date Recorded: \_\_\_\_\_

Non-remonstrance agt: Deed # \_\_\_\_\_  LC  MC Date Recorded: \_\_\_\_\_

Comments:

**Public Protection / Nuisance Ordinance Compliance:**

Property complies with city nuisance codes Date: \_\_\_\_\_ Initial: \_\_\_\_\_

Property does not comply w/ Section \_\_\_\_\_, Mill City Code re: \_\_\_\_\_

Comments:

**Building Code:**

Building complies with building code requirements. No building permits required.

Building permits required:

Structural     Mechanical     Electrical     Plumbing

Fire/Life/Safety     Sign Permit     Change of Occupancy

Structural / Mechanical # MC- \_\_\_\_\_

Electrical Permit # MC- \_\_\_\_\_

Plumbing Permit # MC- \_\_\_\_\_

Comments:

Approved for issuance of business license by: \_\_\_\_\_ Date: \_\_\_\_\_