



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:	_____

## OCCUPATIONAL TAX APPLICATION Business License

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

Proprietor: \_\_\_\_\_ TIN or SS#: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

(Local Location Must Include Written Approval to Locate on the Premises)

Mailing Address (include City, State, & Zip): \_\_\_\_\_

Residence Address (include City, State, & Zip): \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

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

Type of Business: \_\_\_\_\_ CCB # (if applicable) \_\_\_\_\_

Brief Description of What Your Business Will Do: \_\_\_\_\_

Business New to Area?  Yes  No Renewal?  Yes  No

Has the character of your business changed in the last year?  Yes  No

If yes, please explain Briefly: \_\_\_\_\_

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: \_\_\_\_\_ Fee Per Schedule: \$ \_\_\_\_\_  
 1 = \$ 35.00                      2 = \$ 47.50                      3 or more = see fee schedule

\*\* Includes owner, officials, full-time and part-time employees as determined by the schedule

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

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

Title: \_\_\_\_\_

<u>Official Use Only:</u>		
Zoning _____	Year Paid _____	Late Fee _____

## OCCUPATIONAL TAX FEE SCHEDULE

AVERAGE	TAX
1	\$ 35.00
2	\$ 47.50
3	\$ 60.00
4	\$ 72.50
5	\$ 85.00
6	\$ 97.50
7	\$ 110.00
8	\$ 122.50
9	\$ 135.00
10	\$ 147.50
11	\$ 156.25
12	\$ 165.00
13	\$ 173.75
14	\$ 182.50
15	\$ 191.25
16	\$ 200.00
17	\$ 208.75

AVERAGE	TAX
18	\$ 217.50
19	\$ 226.25
20	\$ 235.00
21	\$ 241.25
22	\$ 247.50
23	\$ 253.75
24	\$ 260.00
25	\$ 266.25
26	\$ 272.50
27	\$ 278.75
28	\$ 285.00
29	\$ 291.25
30	\$ 297.50
31	\$ 302.50
32	\$ 307.50
33	\$ 312.50
34	\$ 317.50

AVERAGE	TAX
35	\$ 322.50
36	\$ 327.50
37	\$ 332.50
38	\$ 337.50
39	\$ 342.50
40	\$ 347.50
41	\$ 352.50
42	\$ 357.50
43	\$ 362.50
44	\$ 367.50
45	\$ 372.50
46	\$ 377.50
47	\$ 382.50
48	\$ 387.50
49	\$ 392.50
50	\$ 397.50

**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: take the total number of full-time employees and average the number of part-time employees to equal the time of a full-time employee.

\* 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.

Please send your completed document to: [planning@astoria.gov](mailto:planning@astoria.gov)  
A representative will reach out to you within 48 hours to collect payment