



# BUSINESS LICENSE

**Type of License:**      General Business      Commercial Truck      Secondhand Dealer  
                                  Rental                                      Solicitor                                      Street & Sidewalk Vendor  
                                  Home Occupation      Social Games                                      Commercial/Industrial

Name of Business:

Owner/Contact Person:

Opening Date:

If owner, Date of Birth:

Business Address:

Phone #1:

Additional Business Addresses, if any:

Mailing Address:

Phone #2:

City:

State:

Zip:

Email:

**Emergency Contact:**

Name:

Mailing Address:

Phone:

Briefly describe the nature of your business:

Number of Employees (FTE) OR Rental Units:      1      2-10      11-30      31+

**Applications will not be accepted without payment. Please contact City Hall for the current fee schedule.**

I have read [HMC Chapter 5.05](#), and will abide by the regulations of the city of Harrisburg.

Date:

Signature:

Submit form to: City Recorder, City of Harrisburg, 120 Smith Street, PO Box 378, Harrisburg, OR 97446

Email: [iros@ci.harrisburg.or.us](mailto:iros@ci.harrisburg.or.us)

Phone: (541) 995-6655

Fax: (541) 995-9244

**DISCLAIMER: License approval does not authorize you to trespass on private property, or to violate federal, state, or local laws in the operation of your business.**

## **Special License Type Requirements**

Below are additional application submission requirements for special types of Business Licenses. Please provide the required information with submission of the Business License application form. Incomplete applications will not be accepted. The city reserves the right to request additional information needed to demonstrate compliance with applicable provisions of the city's municipal code.

### **Home Occupation License**

Please review the attached prohibited uses as a Home Occupation License. Provide a written narrative addressing how the application complies with the applicable review criteria in [HMC 5.07.030](#). See the attached sheet and respond to statements 1-9.

### **Commercial Truck License**

Provide a written narrative addressing how the application complies with the applicable review criteria in [HMC 5.09.040](#).

Provide a written description of graphic describing the designated travel route(s) of the truck from a designated truck route to the residence where the truck will be kept.

Provide a written description of the anticipated days and times the truck will be traveling on non-designated truck route streets.

Provide a graphic showing the location of the proposed parking for the commercial truck.

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### **Solicitor License**

Applicant is required to pass a background check.

Provide a photograph taken within last 60 days that is two inches by two inches showing the head and shoulders of the applicant in a clean and distinguishing manner.

Provide the name of the company/employer, if the applicant is employed, and the credentials establishing the employer-employee relationship.

Provide a copy of all vehicle registration information for all vehicles owned or used by the applicant.

Provide a copy of applicant's current driver's license.

## Social Games License

Applicant is required to pass a background check.

Provide a photograph taken within last 60 days that is two inches by two inches showing the head and shoulders of the applicant in a clean and distinguishing manner.

Provide a copy of applicant's government issued identification.

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## Secondhand Dealer License

Applicant is required to pass a background check.

Provide a photograph taken within last 60 days that is two inches by two inches showing the head and shoulders of the applicant in a clean and distinguishing manner.

Provide a copy of applicant's government issued identification.

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## Street & Sidewalk Vendor License

Applicant is required to pass a background check.

Provide a written narrative addressing how the application complies with the applicable review criteria in [HMC 5.25.050](#).

Provide a drawing or photograph of the proposed unit.

Provide a copy of applicant's government issued identification.

Provide a complete list of all items the applicant proposes to offer for sale.

Provide evidence of liability insurance at least equal to the City's tort liability limits.

Provide a damage deposit in an amount established by Council Resolution.

I the undersigned understand and agree to hold harmless the city of Harrisburg, including its employees, officials, and agents, against any claim, loss, liability or expense resulting directly or indirectly from the activities licensed herein.

Date:

Signature:

Printed:

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**5.07.040 Prohibited uses.**

The following uses are prohibited as home occupations:

1. Auto body repair and painting.
2. Mechanic, and engine repair.
3. Storage and/or distribution of toxic or flammable materials, which pose a danger to the residence, its occupants and/or surrounding properties.
4. Any operation requiring a special permit or any commercial or industrial permits from any environmental agency, except for consulting services.
5. Junk and salvage operations.
6. Storage and/or sales of fireworks. [Ord. 948 § 2, 2016.]

**5.07.030 Review criteria.**

A home occupation shall comply with all of the following operating standards:

1. A home occupation shall only be located where permitted by the zone.
2. The home occupation shall only be permitted as an accessory use to the primary use of the house as a residence.
3. In no way shall the appearance or character of the residential property be altered, nor shall it manifest any characteristics of a business in the ordinary meaning of the term, nor infringe upon the right of neighboring residents to enjoy the peaceful occupancy of their homes.
4. The business must be operated only by members of the family who reside at the home, and not more than one additional employee or volunteer.
5. The home occupation shall not create any offensive noise, vibration, smoke, dust, odor, heat or glare.
6. One sign shall be permitted, as provided in HMC 18.70.040(1)(g).
  - a. There shall be no display, other than the permitted sign, indicating from the exterior that the residence is being used for any purpose other than a dwelling.
7. There shall be no outdoor storage.
8. There shall not be excessive generation of traffic created by the home occupation, including frequent deliveries and pickups by trucks or other vehicles.
9. At no time shall there be more than two vehicles parked on the City street adjoining the property belonging to an employee or customer of the home occupation. [Ord. 948 § 2, 2016.]