

Door-to-Door Solicitation

You must first obtain a business registration to offer goods or services for sale at a private residence.

Solicitation is only allowed during the hours of 10:00 a.m. to 8:00 p.m. from April 1st through September 30th and 10:00 a.m. to 6:00 p.m. from October 1st through March 31st. **No solicitation is allowed at any time on Sunday or on a legal state or federal holiday.**

Hotel/Motel/Airbnb

In addition to a business registration, you must complete a Transient Room Tax Registration form available in the Finance Department. The Fire Department requires you to sign an Affidavit of Installation of Smoke/Carbon Monoxide Alarm(s).

Felony Background Check

Pursuant to Roseburg Municipal Code Section 9.100.020, a business registration may not be issued to:

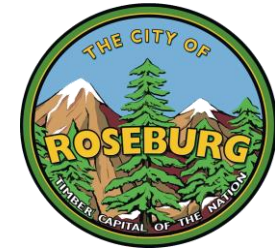
- a. Anyone who has been convicted of a felony within the last 7 years; or
- b. Anyone who has been convicted of a misdemeanor within the last 7 years relating to fraud of theft or any law or statute where the elements of such relate to the business activity to be conducted.

An appeal process option is available.

City of Roseburg, Business Registrations
900 SE Douglas Avenue, Roseburg, OR
97470 (541) 492-6866
info@cityofroseburg.org



- ❖ I registered my assumed business name with the State; do I still need a business license in Roseburg?
 - Yes, registering with the state does not give you permission to operate within City limits.
- ❖ Do I need to register my business if I operate it out of my home?
 - Yes, anytime you provide a service, product, or trade within city limits you need to obtain a business license
- ❖ I just purchased a business; can I use the previous owner's business license?
 - No, change of ownership requires a new registration.
- ❖ If I live outside of Roseburg but plan on providing services in city limits, do I still need a business license?
 - Yes, if you are providing a service, product, or trade in city limits you must obtain a business license.



What you need to know to operate a business in Roseburg



Business Registration

Congratulations on your decision to start your business in the City of Roseburg...

City Administration



Roseburg Municipal Code Section 9.02.020 states, "...no person shall engage in business or be a merchant within the City without first registering with the City Recorder."

Registration Process

The City of Roseburg requires businesses operating inside the City limits to register with the City and pay a one-time non-refundable \$150.00 fee. Businesses operating out of their home must also complete a "Statement of Compliance for Home Occupations". Business registration applications are reviewed by the Police, Community Development and Fire Department for approval. Upon approval, a business license will be issued. Merchants must display their approved business license in public view.

Please note: change of address, additional location(s), or change in ownership are subject to new registration and fee. The addition of a Co-Owner to an existing business registration is subject to a \$75.00 fee.

Questions?

Visit our website at www.cityofroseburg.org, call 541-492-6866, or stop by City Administration at 900 SE Douglas Avenue on the third floor of City Hall.

Resources

In addition to obtaining a business license with the City of Roseburg, you will need to make sure you have obtained required licenses and/or permits. Below are some resources to help you get started:

- Assumed Business Name Registry
www.filinginoregon.com
503-986-2200
- Specialized License (Landscaping, Contractor, Beautician, Electrician, Plumber, Insurance, Real Estate, etc.)
<http://licenseinfo.oregon.gov>
- Taxes and Insurance (Check with Tax Professional and Insurance Agent)
- Department of Motor Vehicles
1331 NE Cedar Street, 541-440-3395

Douglas County Resources

- Food Handler – Douglas County Environmental Health, Justice Building Room 106, 541-440-3574,
<http://www.co.douglas.or.us/planning/EH/FoodHandler.asp>
- County Assessor, Personal Property Division
541-440-4222

Other Municipalities in Douglas County may require a separate license. The following cities are known to have their own license:

- ✓ Canyonville: 541-839-4258
- ✓ Glendale: 541-832-2106
- ✓ Myrtle Creek: 541-863-3171
- ✓ Reedsport: 541-271-3603
- ✓ Riddle: 541-874-2571
- ✓ Sutherlin: 541-459-2857
- ✓ Winston: 541-679-6739

Additional Resources

- Coos/Curry/Douglas Business Development
522 SE Washington Avenue, 541-672-6728,
www.ccdbusiness.com
- Umpqua Community College Small Business Development Center, 522 SE Washington Avenue
541-440-7824, www.umpqua.edu/sbdc
- Better Business Bureau
Portland, Oregon, 503-212-3022,
<https://www.bbb.org>
- The Business Information Center, a division of the Oregon Secretary of State's Office (assumed business name, withholding taxes, workers compensation and federal tax identification)
Public Service Building, 255 Capitol Street SE., Ste. 151, Salem, OR 97310, 503-986-2200,
www.filinginoregon.com
- Oregon Contractors Board
201 High Street SE., Ste. 600, Salem, OR 97309, 503-378-4621, www.ccb.state.or



The following private organizations help to enhance the City of Roseburg by actively supporting the community:

- Anvil Northwest 800-444-9584, 541-672-9731
- Downtown Roseburg Association 541-673-3352
- Roseburg Area Chamber of Commerce
541-672-2648
- The Partnership 541-464-3527
- Umpqua Business Center 541-440-0995
- Umpqua Valley Builders Association
541-673-3711

This information provided is designed to help you better understand the requirements and begin preparation for your new business. Some requirements may not apply to your specific business.



Vending Cart Information

All vending cart businesses need the following:

- City of Roseburg Business Registration
- Douglas County Environmental Health Department Review
 - Douglas County Justice Building Rm. 106
(541) 440-3574
- Inspection of vending cart by Roseburg Fire Marshal
(541) 492-6770
- If you plan to have a vending cart in the parking lot of a business you need:
 - Community Development (City Planning Department review)
 - Permission from business owner of the parking lot
- If you plan to have a vending cart in a park you need:
 - Concessionaire permit from City Parks Division