

Business License General/Renewal Frequently Asked Questions (FAQ's)

Do I need a Business License if...

- **I run a service-based business remotely online?**
 - ✓ No, service-based businesses like Telehealth/Therapy do not require a Business License if remote and exclusively online.
- **I am a Contractor doing a temporary job within Florence City Limits?**
 - ✓ Yes, you will need to apply for a temporary Class 2 Business License. Please see the Business License information page on our website for Business License Classifications & examples, as well as an itemized fee list.
- **I am renting my home as a Short-Term Rental within Florence City Limits?**
 - ✓ Yes, Short-Term Rentals are required to have a Florence City Business License if they are located within Florence City Limits. If ***not*** located within Florence City Limits and under the jurisdiction of Lane County, please contact Lane County to find out their requirements.
- **I make/sell products or services in my home?**
 - ✓ Yes, home-based businesses (this title applies if customers are coming to your home to purchase products/services) require a Business License, as well as a Home Occupation application to be filled out. There is no additional fee required for the Home Occupation application, but it is required to be filled out if your business is home-based.
- **My business's physical location is outside of Florence, but I regularly do business within Florence City Limits?**
 - ✓ Yes, regardless of the physical location of your business, if you are physically doing business within Florence City Limits, you will need a City of Florence Business License.
- **I am in the process of opening up a food truck in Florence?**
 - ✓ Yes, food trucks in Florence are required to apply for a Business License, as well as a Transient Merchant/Peddler License. Similar to Home Occupations, there is no additional fee for filling out the additional application, however it is required as part of the application process for food trucks/similar vendors.

How much will it cost for me to...

- **Apply for a new Business License?**
 - ✓ All Business License fees based on classification & their prorated counterparts are available online on our Business License Information page on our City's Website. The information will also be available on the License Registrar website <https://licenseregistrar.com>
- **Renew my existing Business License?**
 - ✓ The Business License Renewal Fee amount for your specific Business License (as they vary based on classification) will be available for you when you go through the renewal process online. There is a \$10 discount for business owners who renew before December 31st.

What if I don't have an email address/don't know how to use a computer or the internet?

- ✓ An email address will be **required** to apply for a new/renewed Business License that will be effective January 1st, 2024. If applicable, ask a coworker or trusted friend/family member to help you do this. If you do not have someone to help you, you can come in to City Hall and we can help you set up an email account and fill out your application. The email is a requirement, as all of our correspondence to you pertaining to your Business License will be via email or through the License Registrar website.

I am unsure of how to create an account on License Registrar to fill out an online Business License Application/Renewal Form. Do you have any instructions on how to do so?

- ✓ Instructions have been created in order to help you navigate the website and show how to create an account & fill out your respective application(s). You can find the informational packet on the City website at <https://www.ci.florence.or.us/administrative-services/business-license-renewal>. For any other questions regarding the application process, please email the License Registrar support team at: support@licenseregistrar.com

Am I only able to pay with credit/debit card since the Business License Application/Renewal Form is online based? Is there a way for me to pay with cash or check?

- ✓ You are not limited to paying for your fee(s) with only credit/debit card. You may pay in-person at City Hall with cash/check; from there, you will be given a unique code to apply to your saved application, where you may resume the application process from there.

What type of Business License Application should I fill out?

- ✓ There is a list of Business License Classifications on our Business License Information page located on our City website that contain descriptions and examples of each classification. If you still are unsure, you are always welcome to call the Finance Department at City Hall at (541) 997-3436, or come in-person to gain clarification.

I am wanting to apply as a Handyman/Home Maintenance Serviceman/Independent Contractor. What type of licensure is required for me to obtain a Florence Business License?

- ✓ If **any** work that you do for your business entails improving (adding/removing anything from) real property, a CCB license will be required. You can find more information regarding specific services on the CCB Licensing page, located on the state of Oregon's official website: [State of Oregon: Licensing - Who needs a license?](#)

I own/operate a Non-Profit in Florence. The Business License Application/Renewal Form is asking me to provide a 501(c)(3) number. What is that, and how do I find mine?

- ✓ Your 501(c)(3) number is your EIN (Employer Identification Number), but omitting the dash (-). You can find this by either looking at your Non-Profit's tax records or by looking up your Non-Profit by name on the [official IRS website](#).