



# CITY OF ROGUE RIVER

133 Broadway • Box 1137 Rogue River, Oregon 97537 • (541) 582-4401  
Fax: (541) 582-0937 • website: cityofrogue.com

## OCCUPATION TAX REGISTRATION

Pursuant to all provisions of Rogue River Municipal Code 5.05

Please complete the following information and return THIS original application, together with check, to:  
CITY OF ROGUE RIVER - BOX 1137 - ROGUE RIVER - OREGON - 97537-1137

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

\_\_\_\_\_ Name of Owner

\_\_\_\_\_ Mailing Address

\_\_\_\_\_ City, State, Zip Code

\_\_\_\_\_ E-mail Address

\_\_\_\_\_ Phone Number(s)

\_\_\_\_\_ Type of Business

\_\_\_\_\_ Address of Business

\_\_\_\_\_ CCB #, if applicable

\_\_\_\_\_ Last known use of  
building \_\_\_\_\_  
*(if a new business in city limits)*

### CALCULATION OF OCCUPATION TAX FEES

- Average number of employees operating within the City, including owner/operator. \_\_\_\_\_
- Refer to Schedule at right and enter fee on line. \_\_\_\_\_  
*Use Schedule A if your office is located inside City limits, Schedule B if your office is located outside of City limits.*
- Delinquent penalty \_\_\_\_\_  
*(10% for renewal after July 1st or if work started before acquiring a registration)*
- Amount remitted (Line 2 plus Line 3) \_\_\_\_\_
- Sign Permit Application given by staff \_\_\_\_\_

(Payment of occupation tax does not authorize violation of the Rogue River Zoning Ordinance and State or Federal laws. Please contact the City of Rogue River Planning Department regarding occupancy, use or zoning.)

I hereby affirm that the information set forth above is correct to the best of my knowledge.

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

Date \_\_\_\_\_

\*\*\*\*\* (Do not write below this line) \*\*\*\*\*

Mayor \_\_\_\_\_ City Administrator \_\_\_\_\_ Planning Official \_\_\_\_\_ City Recorder \_\_\_\_\_ Building Official \_\_\_\_\_ Police Chief \_\_\_\_\_

Receipt No. \_\_\_\_\_ Date Paid \_\_\_\_\_ Amount \_\_\_\_\_ Occupation. Tax No. **24** - \_\_\_\_\_

### SCHEDULE A (For offices/businesses located inside City limits)

Employee Positions	Occupation Tax Fee
1 or 2.....	\$60.00
3.....	70.00
4.....	80.00
5.....	90.00
6.....	100.00
7.....	110.00
8.....	120.00
9.....	130.00
10.....	140.00
11 and over, add \$10.00 for each employee in excess of 10	

Storage Units: \$60 for first 10 units plus \$5 for each additional unit

### SCHEDULE B (For offices/businesses located outside City limits)

Employee Positions	Occupation Tax Fee
1 or 2.....	\$90.00
3.....	105.00
4.....	120.00
5.....	135.00
6.....	150.00
7.....	165.00
8.....	180.00
9.....	195.00
10.....	210.00
11 and over, add \$15.00 for each employee in excess of 10	

Products and Services of and from the Sale and Production of Marijuana ..... \$1,000.00

This Registration is valid from July 1 to June 30. If remitting after January 1, remit half.



**INSTRUCTIONS FOR COMPLETING YOUR OCCUPATIONAL TAX REGISTRATION  
AND RENTAL LICENSE REGISTRATION FORMS  
(FISCAL YEAR JULY 1 THROUGH JUNE 30)**

When computing the fee for your occupation tax, we are interested in the location of your business office and the number of employees and/or business owners that are actually working within the city limits of Rogue River.

Examples:

1. Your office is located OUTSIDE of Rogue River, but you do work (sales, consulting, construction, etc.) within the city limits. What is the greatest number of employees and/or business owners inside of the city at one time? Use this as the employee count to determine the license fee in Schedule B.
2. Your office is located INSIDE of Rogue River. You do work in Rogue River and/or outside of the city limits. What is the greatest number of employees and/or business owners working? Use this as the employee count to determine the license fee Schedule A. Also, be sure to fill out the emergency contact form for the police department.

Two part-time employees may be counted as one full-time employee. If you have apprentices that do not receive compensation from you, do not count them as employees.

When computing the fee for your rental license registration, we are interested in how many units that you do NOT physically occupy and the location of your rentals.

If you are no longer doing business within the city limits of Rogue River, please return the registration form with a note stating that fact. Please be sure to include your business name, address, email and phone number to assure that your business is recorder properly.

If you no longer own rental property located in the city limits of Rogue River, please return the registration form with a note stating that fact. Please be sure to include your business name, address, email and phone number to assure that your business is recorder properly.

Please fill out your applications completely including business name, names of owners, mailing address, phone numbers, business/rental location including any suite or unit numbers, number of units, and email address.

***This original completed application MUST be RETURNED with your remittance to avoid any delay in processing your certificate or any additional fees.***

If you have any questions, please call City Hall at 541-582-4401.

Thank you for your cooperation.