

BUSINESS REGISTRATION FORM INSTRUCTIONS

Please complete the enclosed Business Registration form (or Exemption Certificate if appropriate), attach the registration fee and return to:

City of Lebanon, 925 Main Street, Lebanon, Oregon 97355;

or visit the City of Lebanon's website at www.ci.lebanon.or.us to fill out an electronic Registration form which can be printed and mailed, or submitted online.

Annual Renewal Without Changes: Complete the post card and return by January 31, 2012.

Annual Renewal With Changes: Complete the registration form and return by January 31, 2012 with the \$7.50 fee.

Business Information: Provide the address of your business and names of all businesses at that address; information may include more than one business at the site address per 5.02.050(A)&(B) of the Ordinance.

Building Owner Information: Provide the name of the owner of building which may or may not be the same as the Business Owner; both would have an interest in being notified of an emergency situation.

Business Owner Information: Provide the name of the owner of the business which may or may not be the same as the Business Owner; both would have an interest in being notified of an emergency situation.

Business Operations: Days and hours of operation can be very helpful to emergency responders who will have a better idea of who will be in the building or if it will be vacant. This is especially important if your business has unusual days or hours of operation.

Business Description: Describe the nature of your business.

Information – Release: If you are willing to allow others access to this information, please check this box.

Confidential Emergency Information – Emergency Contacts: In the event you cannot be reached, providing emergency information for contacts that live near the business could assist emergency responders.

Confidential Emergency Information – Security System Information: If you have security measures in place, contact information can help expedite response to an emergency situation.

Confidential Emergency Information – Elevator Information: Knowing that someone might be trapped in an elevator in an emergency situation will aid responders.

Confidential Emergency Information – Materials Stored On Premises: Any materials having the potential to be dangerous, should be identified in this section and should include their location.

Please sign and date the registration form.

Fees: Initial Registration if received by January 31:.....\$25
Late Fee received after January 31:.....additional \$20
Annual Renewal if submitted by January 31:No Charge
Annual Renewal with changes if submitted by January 31:.....\$7.50
Change in Business Ownership, responsible person, location or contact information:.....\$5

Payment: Check made payable to *City of Lebanon*; or
Debit/Credit Card by filling out the enclosed Credit Card Authorization Form which will be shredded promptly upon processing.

QUESTIONS: Please contact City Staff at 541-258-4912

Citizen Services & Development Center