

VENDING CART INFORMATION

1. If you plan to have a vending cart in the parking lot of a business you need:
 - Permission from owner/manager of the parking lot.
 - Community Development Review.
 - City of Roseburg Business Registration.
 - Douglas County Health Department food handler's card.
2. If you plan to have a vending cart in a park you need:
 - Concessionaire permit from City Parks Division.
 - City of Roseburg Business Registration.
 - Douglas County Health Department food handler's card.
3. If you plan to have a mobile vending cart, such as an ice cream truck, you need:
 - City of Roseburg Business Registration
 - Douglas County Health Department food handler's card.

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 a.m. to 8 p.m. from April 1 through September 30 and 10 a.m. to 6 p.m. from October 1 through March 31. No solicitation is allowed at any time on Sunday or on a legal state or federal holiday.

FELONY BACKGROUND CHECK

**** IMPORTANT NOTICE:**

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

a. anyone who has ever been convicted of a felony (review application for instruction); or

b. anyone who has been convicted of a misdemeanor within the last 5 years relating to fraud or theft or any law or statute where the elements of such relate to the business activity to be conducted, unless the applicant demonstrates that the offense has no bearing on the applicant's fitness to undertake the licensed activity without endangering property or public health, safety or welfare.



City of Roseburg

Prepared by the City of Roseburg
City Manager's Office
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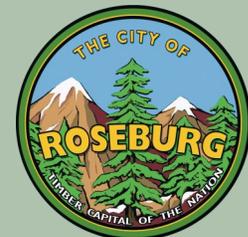
Email: ktate@cityofroseburg.org or
ddavidson@cityofroseburg.org

What you need to know
to operate a business
in Roseburg

Business Registration



City of Roseburg



- The Business Information Center, a division of the Oregon Secretary of State's Office, for information regarding assumed business name, withholding taxes, workers compensation and federal tax identification.

Public Service Building, Ste. 151
255 Capitol Street SE
Salem, OR 97310-1327
503-986-2200
www.filinginoregon.com

- Oregon Contractors Board
700 Summer Street NE
PO BOX 14140
Salem, OR 97309-5051
503-378-4621 ext 4900
www.ccb.state.or

- Private organizations which serve to enhance Roseburg by actively supporting businesses include:

Downtown Roseburg Association
541-673-3352

Roseburg Area Chamber of Commerce 541-672-2648

Roseburg Valley Mall Merchants
541-672-0104

The Partnership
541-464-3527

Umpqua Business Center (UBC)
541-440-0995

Umpqua Valley Home Builders Association 541-673-3711

For more information contact the City Manager's Office at 541-492-6866 or log onto our website at www.cityofroseburg.org and click on 'Doing Business' then choose 'Business Registrations' in the drop down menu.

STATE/FEDERAL RESOURCES

- Assumed Business Name Registry (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)
- DMV (Auto Dealers) - 1331 NE Cedar Street 541-440-3395

DOUGLAS COUNTY RESOURCES

- Food Handler Card (Douglas County Health Department) 541-440-3571
- County Assessor, Personal Property Division 541-440-4222
- Other Municipalities in Douglas County may require a separate business license. The following cities are known to have their own license requirements. Please call for further information and possible fees:
 - Canyonville 541-839-4258
 - Glendale 541-832-2106
 - Myrtle Creek 541-863-3171
 - Riddle 541-874-2571
 - Winston 541-679-0118
 - Reedsport 541-271-3603

ADDITIONAL RESOURCES

- Coos/Curry/Douglas Business Development Corporation
744 SE Rose Street
541-672-6728
www.ccdbusiness.com
- Umpqua Community College Small Business Development Center
2555 NE Diamond Lake Blvd.
541-440-4669
www.bizcenter.org
- Better Business Bureau
4004 SW Kruse Way Pl., Suite 375
Lake Oswego, OR 97036
503-212-3022
www.alaskaoregonwesternwashington.bbb.org

REGISTRATION PROCESS

The City of Roseburg requires businesses operating inside the City limits to register with the City and pay a \$130.00 non-refundable registration fee which will only be charged once unless there is a change of ownership, new or additional locations. If you plan to operate your business from your home inside the City limits, you must also complete a "Statement of Compliance for Home Occupations".

Before you sign a lease or purchase property to start your business, please review the information provided in this brochure. Starting a business requires preparation and collaboration with the City and/or County. The information provided is designed to help you better understand the requirements and begin preparation for your new business.

For more information you can visit our website at www.cityofroseburg.org and click on 'Doing Business' and then "Business Registration", call our office at 541-492-6866 or stop by the City Manager's Office at 900 SE Douglas Avenue on the third floor of City Hall.

CITY OF ROSEBURG REQUIREMENTS (some may not apply)

- ADA Compliance
- Criminal Background Check
- Door to Door Solicitation
- Fire and Life Safety
- Parking, Driveway, Landscaping, etc.
- Sign(s)
- Structural Improvements (Site Review/ Building Permits)
- System Development Charges
- Utilities
- Vending Cart (Mobile or Stationary)
- Zoning Requirements