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WWW.ci.bend.or.us

September 2006

Greetings!

The City of Bend has established a business license program for all businesses located and/or doing business within the Bend city limits. All for-profit businesses under the US Internal Revenue Service code are required to obtain a business license. Nonprofit businesses are also required to obtain a business license; however, the City will not charge a fee to non-profit organizations.

The City Council voted a business license requirement into law in order to compile information necessary to various city departments and economic development organizations. Additionally, the City identified the business license fee as a means to raise funds for critical city services, such as our police and fire departments.

You are receiving this letter because your name appears within the database we obtained from the Secretary of State's office. Enclosed you will find an application and NAICS listing for specific types of businesses. The North American Industry Classification System (NAICS) listing will assist you in finding the code for your business. If you need assistance with the code, please call 1-888-756-2427. Upon completion of the form, please return your application to the City of Bend within three weeks of receiving and completing the application, along with payment of \$50.00 for the business license fee, to PO Box 1348, Bend, OR 97709. City staff will process your application and send your license to you within three weeks. Non-profit businesses should complete and return the application only. If you believe your business is exempt from obtaining a business license, you must file an Exemption Request form, which can be downloaded from the City webpage www.ci.bend.or.us, or if requested, we will mail or fax the form to you.

Please do not hesitate to contact us if you have any questions regarding this new regulation. Our staff members are ready to assist you. We can be reached at 388-5513, or visit our webpage for more information.

Kindest regards,

Patricia S. Stell
City Recorder

Margaret Echeveste
Finance Director

Encl.: Application
NAICS Code Directory

BILL FRIEDMAN
Mayor

BRUCE ABERNETHY
Mayor Pro Tem

JOHN HUMMEL
City Councilor

R. DAVE MALKIN
City Councilor

CHRIS TELFER
City Councilor

LINDA S. JOHNSON
City Councilor

JIM CLINTON
City Councilor

HAROLD A. ANDERSON
City Manager

MARGARET ECHEVESTE
Finance Director

ANDREW JORDAN
Police Chief

LARRY LANGSTON
Fire Chief

PATRICIA STELL
City Recorder