

Business License Process

How to obtain a Troutdale Business License

Step-by-Step Guide to obtaining a Troutdale Business License.

- 1. Obtain Planning Approval** – To ensure your business and location are an approved use, **please submit an inquiry via our online form.**
- 2. Obtain Building Approval** – Once you have satisfied all Planning requirements, the Building Division will reach out to you via email to help you apply for any required permits. Once you have satisfied all Building requirements, you will receive an approval document.
- 3. Business License Application** – Once you have received written approval from Planning and Building, you are ready to complete a business license application. [kelly.graham \[at\] troutdaleoregon.gov](mailto:kelly.graham@troutdaleoregon.gov) (**Please email Kelley Graham**) for further instruction. Or stop by City Hall at 219 E. Historic Columbia River Highway for a Business License application. Please note, you will need to provide your approval documents to Kelley to obtain the Business License application.

If you need additional assistance or clarification, please call 503-665-5175.

Types of Business Licenses

Standard Business License

Annual Fee: \$80

You will want to acquire this business license if:

Your business is located in Troutdale, in a commercial or industrial area;

Your business is located outside the City limits, and you are conducting business in the City (examples include contractors, consulting, rental properties, businesses whose primary selling is through door-to-door solicitation).

Licenses are valid from date of issuance through December 31, and thereafter from January 1 through December 31 when renewed. Application for a license should be made approximately 3-4 weeks before conducting business, and all businesses must comply with zoning and other regulations that have been adopted by the City, Multnomah County and/or the State of Oregon.

Home Occupation Business License

Annual Fee: \$60

You will want to acquire this business license if:

The bulk of your business is conducted within your home, apartment or other dwelling, that you live in. These businesses can include: online sales, daycare or adult foster care homes, bookkeeping, graphic design, etc.

Some or most of your work is conducted outside the home, but your work “headquarters” is still considered your home office. Examples can include a contractor who lives in Troutdale with construction projects outside the City, independent truckers, cleaning services, courier services, mobile car repair, etc.

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General Requirements for Home Occupations:

- The owner of the Home Occupation business must reside at the home, apartment or other dwelling;
- Customer and client contact shall be primarily by telephone, mail, or by appointment at the premises of the home occupation;
- No retail sale of merchandise shall be made on the premises;
- The business must be conducted in such a way that the outward appearance does not manifest the characteristics of a business, nor infringe on the right of neighboring residents to enjoy the peaceful occupancy of their homes;
- Home occupations must be operated entirely within a dwelling or accessory structure as a clearly secondary and incidental use;
- Signage is not allowed, nor is noise, smoke, odor, excessive traffic, vibration or other impacts greater than what would ordinarily occur in any neighborhood.
- Click here to read the [Home Occupation & Street Side Sales Regulations brochure](#) (Home Occupation business owners must initial their license application indicating they have read and understand the regulations).

Street Side Sales Business License (temporary)

Annual Fee: \$80

Street Side Sales licenses are primarily for temporary sale of products including fireworks, Christmas trees, flowers, fruits and vegetables, seafood, firewood, or arts and crafts, and are permitted within commercial or industrial zoning districts, or on sites with a community service use. You determine the start date of the business period and the license will be active for a total of up to 60 days in a calendar year.

Click here to read the [Street Side Sales Regulations](#) brochure.

Additional Information

For more information regarding business licensing, please see our [Frequently Asked Questions](#).

For regulations regarding Business Licenses, please view [Troutdale Municipal Code 5.04](#)

Supporting Documents

Step-by-Step Guide to Obtain a Troutdale Business License 132.77 KB