

## Chapter 3 – Business Registrations

Dayton Municipal Code 3.3 states that no individual or entity may conduct business within the City without registering annually with the City Recorder.

Business registrations expire on December 31<sup>st</sup> of each year and must be renewed annually.

The annual business registration fee is \$25.00.

3.3.1 – Procedure for Registration: An individual, or an agent of an entity, intending to conduct business shall first submit a completed Business Registration Form and annual fee to the City Recorder, either in person during regular business hours at City Hall or by mail.

3.3.2 – Interpretation: Registration pursuant to Dayton Code section 3.3 does not mean that the City authorizes any business activity or that any legal requirements have been met, other than registration pursuant to this section.

3.3.3 – Violation: A violation of any provision of section 3.3 of the Dayton Code shall be a Class B violation.

### 3.2 – Definitions:

Business – means any enterprise in which more than one consumer pays currency or exchanges personal property for information, goods or services, excluding garage sales and enterprises conducted by individuals under 18 years of age.

Conducted within the City – Whenever an owner or agent of the entity or individual conducting the business is physically within the city limits for the purpose of advertising or conducting business.

## Home Occupations: (Businesses in Residential Zones)

- A) The Owner/Operator of a home occupation must first register their business with the City and pay the associated registration fee.
- B) The Owner/Operator shall reside in the home in which the home occupation is conducted. No more than one outside employee shall be permitted per residence.
- C) The home occupation shall be conducted in such a manner as not to create any off premise nuisance.
- D) Signs shall be limited to those placed within a window. Window displays and outdoor signage shall be prohibited.
- E) Structural alterations are permitted provided the residential character of the building is not altered.
- F) No additional parking spaces are required.
- G) Visits by suppliers or customers are limited to the hours of 8 am to 8 pm.
- H) Outdoor signage or displays are prohibited.
- I) The repair (including bodywork), alteration, painting, cleaning, detailing or rebuilding of vehicles including automobiles, motorcycles, tractors and similar mechanized equipment, shall be prohibited.
- J) These provisions do not apply to day-care or family day care providers.

# City of Dayton



“Rich in History .....

Envisioning our Future”

# Business Registration

## Commercial and Residential Zones

City of Dayton

416 Ferry Street – PO Box 339  
Dayton OR 97114-0339

503-864-2221 - Fax 503-864-2956

daytonoregon.gov

cityofdayton@daytonoregon.gov

Incomplete applications, or applications stating "same as last year" will not be accepted.

|   |   |
|---|---|
| Year Applying for:  | Date Submitted:   |
| Trade Name of Business (DBA):   |   |
| Legal Name of Business:   |   |
| Business Physical Location:   |   |
| Mailing Address:  |   |
| City:   | State: Zip:   |
| Phone Number:   | Cell Number:  |
| Email Address: Web Site:  |   |
| Business Owner(s) Name(s):  |   |
| Zoning:   | <input type="checkbox"/> (R1/R2) Residential Zone <input type="checkbox"/> (C) Commercial Zone <input type="checkbox"/> (CR) Commercial Residential Zone <input type="checkbox"/> (I) Industrial Zone |
| Type of Business to be conducted - please be specific:  |   |
| Days and Hours of Operation:  |   |
| For Businesses Located in Residential Zones:<br>Will there be deliveries to or pickups from your location? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Does the business owner reside at the physical location address on this application? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Dayton's Municipal Code can be accessed here:<br><a href="http://dayton.municipalcodeonline.com">dayton.municipalcodeonline.com</a> |   |
| I certify that the statements contained on this application are true and correct to the best of my knowledge and that I have read and understand section 3.3 of the Dayton Municipal Code. I/we understand that in addition to complying with Dayton Municipal Code, I/we must also comply with state and federal laws.   |   |
| Business Owner Signature  |   |
| Date  |   |
| Business Owner Signature  |   |
| Date  |   |
| <b>FOR CITY OF DAYTON USE</b>   |   |
| Date Received:  | Amount Paid:  |
| Receipt Number:   | Registration Number:  |