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 31st 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.
- 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 daycare 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 Website: ci.dayton.or.us

Email: cityofdayton@ci.dayton.or.us

About Your Business

Your business will be added to the "Local Business" section of our website www.ci.dayton.or.us. Please list your type of business and the services that you provide so that we can make sure you are listed in the appropriate section of our website. If you have a website address, please make sure to write it down and we will link your site to our website.

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

Year Appling 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:	
Business Physical Location is in a: [R1/R2] Residential Zone [C] Commercial Zone [CR] Commercial/Residential Zone [I] Industrial Zone	
Type of Business to be conducted (be specific)?	
Days and Hours of Operation:	
For businesses located within a residential zone: Will there be deliveries to and/or from your business? Yes No Does the Business Owner reside at the property listed on this application? Yes No	
I hereby certify that the statements contained herein are in all respects true and correct to the best of my knowledge and belief and I have read section 3.3 of the Dayton Municipal Code. Furthermore I recognize that I/we must comply with ALL sections of the Municipal Code, in addition to State & Federal laws.	
Business Owner Signature	Date
Business Owner Signature	Date
For City of Dayton Use:	
Date Received:	Amount Paid:
Receipt Number:	Registration Number: