

## **I'M STARTING A BUSINESS. WHERE CAN I OBTAIN A LICENSE?**

Do you own or operate a business in the City of Durham? If so, you can go to the City of Durham website and download a business license application. Return the license application and the fee to the City of Durham and we will issue a license to operate a business in the City of Durham.

If you are looking for a business license application for another city or county, contact the appropriate jurisdiction.

When starting a business, you may need an Oregon Business Identification Number. Any in-state or out-of-state employer with employees who are working in Oregon, and paying those employees for services, must obtain a BIN for reporting and paying payroll taxes. A sole proprietor or Limited Liability Company (LLC) operating without employees doesn't need a BIN, but they may choose to get one. Corporations without employees must obtain a BIN to report compensation paid to corporate officers. The Oregon Business Registry is an easy, fast way to apply for your BIN. To obtain a Business Identification Number in person go to the Oregon Department of Revenue, 955 Center St. NE, Salem, OR 97301

The Oregon Secretary of State's Corporation Division is the place to register your corporation, nonprofit corporation, assumed business name, limited liability company, limited liability partnership, Oregon trademark or service mark. Go to <http://sos.oregon.gov/business/pages/starting-business.aspx> to file a business online or download forms to print and mail.

Many occupations and business activities require licenses, permits, or certifications from state agencies or boards. The state of Oregon offers a searchable License Directory with over 1,100 licenses, permits and certifications. The Business Information Center also provides information on state license requirements. Construction and landscape contractors need to register with the Construction Contractors Board or Landscape Contractors Board.

The Business Xpress is a cooperative effort of state agencies designed as a first stop for starting a business in Oregon. An online Business Wizard provides customized referrals with information regarding government or organization contacts for your business. The How to Start a Business in Oregon guide (PDF) provides a checklist to guide you through the process of registering your business.