

ADDITIONAL INFORMATION

All businesses and individuals operating a business within the city limits must comply with all other applicable legal requirements, including but not limited to building, zoning, and fire safety codes.

Your business license is in addition to your state or county license (CCB, Medical, Law, Real Estate, C.P.A., etc.)



CONTACT US



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BUSINESS LICENSES

in the City of Sherwood



WHAT IS A BUSINESS?

Sherwood Municipal Code (5.04.010) defines a Business as any activity carried on by a person predominately for economic profit or livelihood in the city.

WHO NEEDS A BUSINESS LICENSE?

Anyone conducting Business in Sherwood is required to obtain a Business License, unless exempt under provisions of the municipal code (SMC5.04.030).

BUSINESS LICENSE APPLICATION PROCESS

1

APPLY ONLINE

Go to www.sherwoodoregon.gov and go to **Business & Development > Business Licenses** then click on the link to the online application.

Fill in your business information.

2

SUBMIT PAYMENT

You can pay online with a credit card when you submit your application. If you prefer to pay in an alternate manner, please contact Business Licensing staff.

3

RECEIVE YOUR LICENSE

Once the application and payment have been received, staff will process your application. Processing can take 1-2 business days. Upon approval, you will receive your business license via email.

BUSINESS LICENSE

FAQs

How much does a business license cost?

The annual fee for businesses within City limits is \$75.00 + \$6.00 per employee

The annual fee for a business outside City limits is \$107.50 + \$6.00 per employee

There are discounts for businesses headquartered in Sherwood (5% discount), manufacturing or tech businesses (5% discount), and businesses with fewer than 5 employees (5% discount). These discounts are non-exclusive.

How long is my license valid?

Business licenses are valid through 12/31 of the year they are obtained and must be renewed each calendar year.

What if my business has more than one location?

A separate business license is required for each location conducting business in Sherwood.

I have a Metro license. Do I still need a City of Sherwood Business License?

Yes, you will need to obtain a Sherwood business license. However, your business license fee can be waived if you provide your Metro license information.

What if I conduct my business out of my home?

You will need a business license, and you may also be required to obtain a Home Occupation Permit. Contact the Planning Department for more information.