

## 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



Business Licensing  
503.625.4202  
Planning  
503.925.2308



22560 SW Pine Street  
Sherwood, OR 97140



[businesslicensing@sherwoodoregon.gov](mailto:businesslicensing@sherwoodoregon.gov)



[www.sherwoodoregon.gov](http://www.sherwoodoregon.gov)



## 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](http://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.*