

## LOCAL BUSINESS ORGANIZATIONS

### Lincoln City Chamber of Commerce

LCChamber.com  
541-994-3070  
Info@LCChamber.com  
4039 NW Logan Road

### Bay Area Merchants Association (BAMA)

TaftBeach.com  
Director@TaftBeach.com  
(organization for businesses in Taft and beyond)

## OTHER RESOURCES

### Urban Renewal Agency

LincolnCity.org  
541-996-1095  
EcDev@LincolnCity.org  
City Hall, 801 SW Highway 101  
Lincoln City, Oregon 97367

### Explore Lincoln City

ExploreLincolnCity.com  
541-996-1274  
Visitors@LincolnCity.org  
City Hall, 801 SW Highway 101  
Lincoln City, Oregon 97367

### Lincoln County Health & Human Services

co.Lincoln.or.us/hhs/page/inspections-and-licensing-0  
541-265-4127 (leave voicemail)

### Small Business Development Center

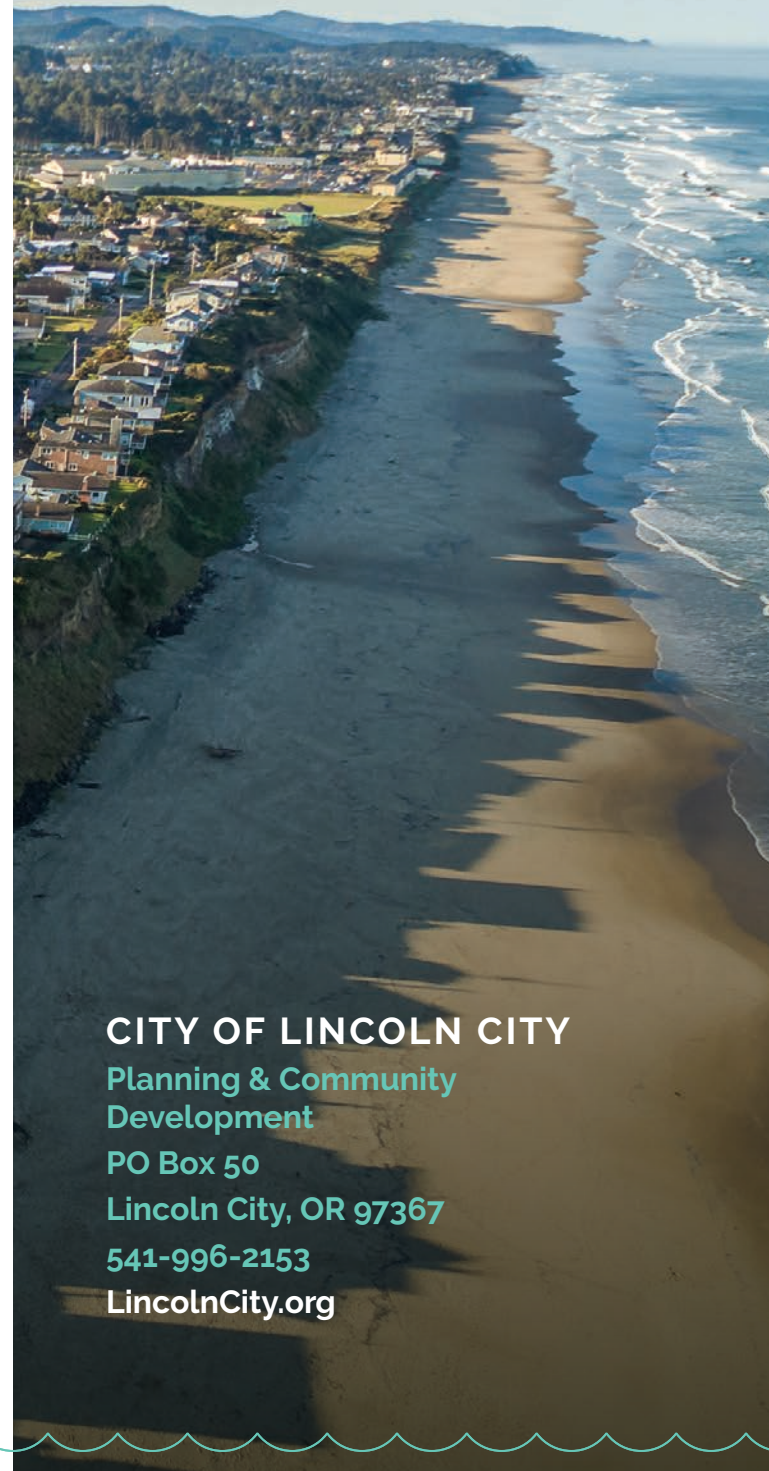
OregonCoastBusiness.com  
541-994-4166  
OCCC@OregonCoast.edu  
3788 SE High School Drive  
(Oregon Coast Community College)

### Oregon Liquor Control Commission (OLCC)

Oregon.gov/OLCC  
503-872-5000  
9079 SE McLoughlin Blvd.  
Portland, OR 97222

### Oregon Secretary of State

Oregon.gov/Business  
Find out about business names, registrations and much more!



## CITY OF LINCOLN CITY

Planning & Community Development

PO Box 50

Lincoln City, OR 97367

541-996-2153

LincolnCity.org



*Starting a Business in*

**LINCOLN CITY**

## WHERE TO START

We're glad you're considering Lincoln City for your business location! To ensure that your startup goes smoothly, we encourage you to review this brochure. Best of luck in your new endeavor.

### Step #1: Contact the Planning and Community Development Department

541-996-2153  
Planning@LincolnCity.org  
801 SW Highway 101, 3rd Floor  
(Mon-Fri, 8 AM–5 PM)

Verify that property zoning allows your business.

Identify the types of building permits required (change of use, structural, mechanical, electrical, and plumbing).

If you plan to have signs, ask what sign types are allowed for your location (it varies, so be sure to check) and what types of sign permits are required.

Review the address file for your proposed location, whether you are buying or renting. This gives you a history of building and mechanical permits.

Determine if other special circumstances apply such as Home Occupation Permit, Street Vendor License, Concession Agreement, Mobile Food Unit License, or Seasonal Permit.

### Step #2: Apply for required Building Permits and Mechanical Permits through ePermitting.

Apply for required electrical and plumbing permits at Lincoln County.

### Step #3: Apply for an Occupation Tax Permit (OTP) with the Finance Department.

Once location and zoning have been determined and once required building, mechanical, electrical,

and plumbing permits have been obtained, then see the Finance Department to submit the Application for Occupation Tax Permit and fee.

541-996-1211  
Finance\_AR@LincolnCity.org  
801 SW Highway 101, 3rd Floor  
(Mon-Fri, 8 AM–5 PM)

## CITY FEES

Here are some of the fees you may need to pay when starting a business (all of these fees are subject to change):

**Occupation Tax Permit:** Application fee, plus annual fee based on the number of employees. Longterm rentals and vacation rentals also need this permit.

**Home Occupation Permit:** One-time fee.

**Street Vendor License:** Annual fee.

**Seasonal Permit:** Per event.

**Mobile Food Unit:** Land use fee and license fee.

**Concession Fee:** If City property or right-of-way is used.

*All fees above require a valid Occupation Tax Permit fee.*

**Liquor License:** City fee in addition to OLCC.

**Alarm Permit:** Annual fee.

**Building Permit:** Fee based on value of the type and work. The City uses the Oregon State e-Permitting System and the fee structure.

**Zoning Sign Permit:** Per sign. (Most signs also need a building permit, with a separate fee. An electrical permit may also be required from Lincoln County.)



## SPECIAL CIRCUMSTANCES

**Home Occupations:** You may conduct some businesses from your residence. Home occupations cannot have employees other than the owners. Also, no signs or outdoor storage of supplies, etc. By signing the Home Occupation Agreement, you agree to these limitations. These rules are to protect residential neighborhoods.

**Food Service Businesses:** Contact both of the following::

Lincoln County Health Department:  
541-265-4127

Lincoln City Building Department:  
541-996-2153

Requirements are very specific to your project. Fire suppression systems and installation of ventilation hoods are sometimes required. Be sure to check with the Finance Department on new liquor licenses and alarm permits.

**Street Vending:** Vending carts/tables are limited to a maximum size of 4 feet x 8 feet, and only in specific areas of Lincoln City. You must have insurance to be a street vendor. Please check before you buy or build a cart. The full rules for street vending are found in Chapter 5.28 of the city code. The Lincoln City Municipal Code is posted on [CodePublishing.com/OR/LincolnCity](http://CodePublishing.com/OR/LincolnCity)

under section 'BUSINESS TAXES, LICENSES AND REGULATIONS'. Check with the Health Department if you plan to sell food.

**Mobile Food Units:** Mobile food units are fully self-contained and must meet state, county, and Department of Motor Vehicles requirements for licensing, registration, and operation as a unit utilized to provide commercial food preparation and serving to the general public. Complete rules for mobile food units can be found in Chapter 5.30 and Section 17.80.170 of the city code.

**Seasonal Permit:** A permit may be issued to a business entity or tax-exempt organization for the temporary display and sale of merchandise outside to allow the limited display of merchandise which is seasonal in nature and does not conflict with the zoning district regulations where such activity is located. Complete rules for seasonal permits can be found in Section 05.04.150 of the city code.

**Residential Rentals:** Both longterm rentals (monthly) and vacation rentals (nightly/weekly) require an Occupation Tax Permit.

**Rights-of-way Use Permit:** Permission to use city street or rights-of-way may be granted only through the issuance of revocable licenses, concessions, franchises or permits.