



# REGIONAL CONTRACTOR'S BUSINESS LICENSE

This completed application may serve as a temporary license and is valid for 15 working days following the date the application and fee are accepted.

Please contact Metro for current fee rate or visit [www.oregonmetro.gov](http://www.oregonmetro.gov). The fee is nonrefundable. Check should be payable to **Metro**. Mail completed application and check to:

Contractor's Business License Program  
Metro  
600 NE Grand Ave.  
Portland, OR 97232

## Application Form

**Please type or print**

Name

Business name

Business mailing address, city, state, ZIP

Business phone

Principal business location (city, state)

Email

City business license number(s)

Please check the applicable box:

I am a **Construction Contractor**. I am aware of the State of Oregon Construction Contractors Board state licensing requirements in ORS 701.002-701.995.

I am a representative of the **Landscape Contracting Business**. I am aware of the State of Oregon Landscape Contractor Board state licensing requirements in ORS 671.510-671.760.

Oregon Construction Contractors Board or Oregon Landscape Contractors Board license number\*

License number

Expiration date

\*If claiming an exemption from state licensing requirements, I declare under penalty of perjury that I am exempt for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**By signing this application I hereby declare that the above statements are true to the best of my knowledge and belief and that I meet the qualifications required for the Metro Contractor's Business License established by Metro Code 2.09 and ORS 701.013-020 or ORS 671.750-.760.**

Signature

Date

# Save time and money with Metro's regional contractor's business license

## Metro's construction contractor and landscape contracting business license is honored in 20 cities

A government program that saves time, paperwork and money? Can there really be such a thing? Yes, it's called the Metro contractor's business license program and here's how it works:

If you do business in multiple metropolitan cities, you can pay for a single license from Metro that lets you – as a contractor or landscaper – conduct business in those cities (Portland is excluded). The license covers all construction trades, both commercial and residential, as well as all landscape contractors.

### Just one business license lets you do business in just about every city in the region

The Metro license is optional. It's strictly a matter of what's going to cost less: a single Metro license or a number of licenses from individual cities. You can do whatever makes the most sense for you. Please note, the Metro business license does not excuse you from obtaining a business license from the city in which your principal place of business is located, or where dollar limits, as explained below, are exceeded. Also, while obtaining a Metro license relieves you from paying additional business license fees where performing work under the Metro license, it may not relieve you from the need to obtain a license from certain jurisdictions. Please inquire with the local jurisdiction in which you are performing work to determine any additional license requirements."

## These 20 cities honor the Metro license:

Beaverton	Cornelius	Durham
Fairview	Forest Grove	Gladstone
Gresham	Happy Valley	Hillsboro
King City	Lake Oswego	Milwaukie
Oregon City	Sherwood	Tigard
Troutdale	Tualatin	West Linn
Wilsonville	Wood Village	

The license does not cover the City of Portland. To obtain a business license for work performed in Portland, please contact the City of Portland for information.

### To qualify for a Metro license, you must:

- be licensed with the Oregon Construction Contractors Board or the Oregon Landscape Contractors Board, unless proof of exemption is provided;
- have a corresponding city license if your principal place of business is located in any of the 20 cities honoring the Metro license; and
- earn \$250,000 or less in gross receipts per year per jurisdiction honoring the Metro license, or hold a city license for any jurisdiction listed in which that dollar limit is exceeded.

### What does the Metro license cost?

Please contact Metro for the current nonrefundable fee rate or visit [www.oregonmetro.gov](http://www.oregonmetro.gov).

### To apply for a license:

Complete and mail the attached application or complete and mail an application you can download from our web site ([www.oregonmetro.gov](http://www.oregonmetro.gov)). Include the nonrefundable fee.

Use your credit card and apply online at [www.oregonmetro.gov](http://www.oregonmetro.gov).

Applications also are available by calling Metro at 503-797-1620 and press 1, and may be available at city permit counters.

As long as you meet all of the licensing requirements, a copy of your completed application or online order confirmation will serve as your temporary license. You should receive your official license in about two weeks.

The license is valid for 12 months from the date issued. You'll receive a notice inviting you to renew your license prior to the expiration date.

### Questions?

Call Metro at 503-797-1620 and press 1, or visit [www.oregonmetro.gov](http://www.oregonmetro.gov).