

YEAR ENDING DECEMBER 31, 2024  
OPENING DAY OF BUSINESS

2024 Application for City Business Registration Inside City Limits

**Commercial Day Care Home – 6 or less**

City of Scappoose

33568 East Columbia Avenue \* Scappoose, Oregon 97056

Phone 503-543-7146 \*Fax 503-543-7182

SCAPPOOSE MUNICIPAL CODE, TITLE 5, BUSINESS LICENSE AND REGULATION, REQUIRES ALL FEES ARE DUE AND PAYABLE BY JANUARY 1<sup>ST</sup> EACH YEAR (UNLESS YOU ARE OUTSIDE OF THE CITY LIMITS THEN IT MUST BE RENEWED PRIOR TO WORKING IN THE CITY OF SCAPPOOSE), FAILURE TO PAY FEES BY DUE DATE WILL INCUR A PENALTY.

Owner Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Bus. Location: \_\_\_\_\_ Email address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ No. Full-time Employees: \_\_\_\_\_  
(Number of employees working 20 hours or more per week)

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ No. Part-time Employees: \_\_\_\_\_

Emergency Contact Name & Phone Number: \_\_\_\_\_

Emergency Contact Name & Phone Number: \_\_\_\_\_

Oregon State Childcare License # \_\_\_\_\_

**IMPORTANT - READ AND SIGN BELOW RETURN WITH FEE. VALIDATED LICENSE WILL BE MAILED TO YOU.**

FEES: Exempt ~ Commercial Day Care Home – 6 or less

New

Renewal

Signed By \_\_\_\_\_ Office/Title \_\_\_\_\_ Date \_\_\_\_\_

I certify that the above information is correct (Make any corrections as needed). 5.04.030 Disclaimers--Exceptions--General requirements. General License Requirements. In addition to any other requirement of this chapter, each licensee shall: Conforms to all federal, state, and local laws and regulations, the provisions of this chapter, and any rules adopted hereunder, with the exception of the federal Controlled Substances Act as it pertains to marijuana legal under the laws of the State of Oregon. IF YOUR BUSINESS IS DAY CARE, PLEASE SUBMIT A COPY OF YOUR STATE LICENSE WITH THIS APPLICATION. **NOTE: ADDITIONAL CITY PERMITS AND/OR SYSTEM DEVELOPMENT CHARGES MAY BE REQUIRED BEFORE THE OWNER CAN COMMENCE BUSINESS.**

**OFFICE USE ONLY**

Planning \_\_\_\_\_

City Manager \_\_\_\_\_

If marked please see comment page

If marked please see comment page

Building \_\_\_\_\_

Police \_\_\_\_\_

If marked please see comment page

If marked please see comment page

Amount Paid \_\_\_\_\_ Date Issued \_\_\_\_\_ By \_\_\_\_\_ Receipt # \_\_\_\_\_ Type Code \_\_\_\_\_ Date Business Discontinued \_\_\_\_\_ License Number \_\_\_\_\_ SDC'S DUE \_\_\_\_\_

If you change your business address, nature of business, or if you are no longer doing business in Scappoose, please notify City Hall.

**City of Scappoose**

**Commercial Business Inside City Limits Questionnaire**

A Business License Registration form is also necessary.

1. Give a description of your business to be conducted in the building; \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Gross square footage of the proposed business space: \_\_\_\_\_

2. **Change of Occupancy Permit and Special Inspection Permit may also be required;**  
Business Name of *previous* tenant (if space was previously leased/rented);

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

Use link below to find Occupancy Classifications in the current 2019 OSSC to answer a & b;  
<https://codes.iccsafe.org/content/OSSC2019P1/chapter-3-occupancy-classification-and-use>

Based on the business, according to the 2019 Oregon Structural Specialty Code (OSSC);

- a. What was the **previous** Occupancy Classification (A-U); \_\_\_\_\_  
• If Classification is; A, F, H, I, R or S, then also list the Group Use (i.e. A-1); \_\_\_\_\_
- b. What is your **proposed** Occupancy Classification (A-U); \_\_\_\_\_  
• If Classification is; A, F, H, I, R or S, then also list the Group Use (i.e. A-1); \_\_\_\_\_

For more info on Change of Occupancy/Use permits, please visit our website;

<https://www.scappoose.gov/building/page/change-occupancy-classification-or-change-use>

*NOTE: System Development Charges may also be due based on any changes to water meter size, impervious area changes, and/or changes of the traffic ITE codes. For more info city's current Fee Resolution [22-16](#); <https://www.scappoose.gov/resolutions>*

3. Provide a plot plan with parking plan (mandatory). Also note if there will be any changes to impervious areas (asphalt/concrete).

4. Will there be outside storage? If yes, please explain and show on plot plan: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Will you be installing any signs at your place of business? Yes \_\_\_\_\_  
No \_\_\_\_\_

If yes, you will need to contact the Planning Department for required sign permit(s) or visit our website; <https://www.scappoose.gov/planning/page/sign-permit-application>

6. Will there be changes to structural, plumbing and/or mechanical proposed?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, you or your contractor will need to apply for a building permit;

<https://www.scappoose.gov/building/page/building-permit-application>

NO BUSINESS LICENSE WILL BE ISSUED UNTIL ALL PERMITS ARE FINAL.

7. Will there be any direct sale of products or merchandise from this place of business?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain merchandise, and what are your hours of operation?

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8. Will you be storing hazardous materials? Yes\_

\_\_\_\_\_ No \_\_\_\_\_

If yes, please describe material and where it will be stored.

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9. Will commercial delivery (UPS, etc.) vehicles be coming to your place of business? Yes \_\_\_ No \_\_\_

If yes, where will the loading and unloading take place (indicate on your parking plan) and at what hours. \_\_\_\_\_

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10. Will any equipment or process be used in the building that will create: Please check all that apply;

\_\_\_\_\_ noise

\_\_\_\_\_ vibrations

\_\_\_\_\_ glare

\_\_\_\_\_ fumes

\_\_\_\_\_ odors perceptible outside the building

\_\_\_\_\_ cause any electrical interference in any of the businesses surrounding your place of business

11. Does this business have an Alarm System? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, you will need an alarm permit from the Scappoose Police Department.

<http://www.scappoose.gov/police>

12. Does the building have fire sprinklers? Yes \_\_\_\_\_ No \_\_\_\_\_

13. Are you renting/leasing the building? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please supply landlord/lessor contact info below

*Property Owner's Name:* \_\_\_\_\_

*Property Owner's Mailing Address:* \_\_\_\_\_

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*Property Owner's Telephone:* \_\_\_\_\_

*Property Owner's Email:* \_\_\_\_\_

Planning Department:

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Building Department:

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Police Department:

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Residential Fire Sprinklers or Other Safety Measures for New Child Care Facilities

### Overview

As of Jan. 26, 2022, new child care facilities located in a residential home have new code compliance options to consider when applying to the local building department. On Jan. 26, the Building Code Structures Board approved interim amendments to the 2019 Oregon Structural Specialty Code (OSSC) allowing a choice between providing automatic fire sprinkler protection for the child care facility, or meeting other prescribed safety requirements.

### Choices

New registered and certified family child care homes are required to comply with one of the following options:

1. Install a domestic residential automatic sprinkler system.
2. Comply with all of the following:
  - Child care areas are only located at grade level or a level with a direct exterior exit.
  - Ensure that no child passes within 3 feet horizontally of a permanent cooking appliance such as an oven or range when exiting, and that no child is required to pass through a storage room or a room that can be locked on their way to the required exterior exit.
  - Submit documentation to the building official verifying that the child care facility meets additional safety requirements specified by the Early Learning Division.

### Where required

This requirement applies to **new child care facilities** as identified in ORS 329A, including newly certified or registered family child care homes.

This applies only to new construction or the new use of an existing home. If a home has not been previously approved for use as a child care facility, the home must comply with this requirement. If the home is approved – or was previously approved – for use as a child care facility, the home does not have to comply with this requirement.

### Examples:

When this requirement **does** apply:

- Constructing a new home that will be used as a care facility.
- Opening a new care facility in a home not previously approved.
- Relocating a care facility to a different home not previously approved.

When this requirement **does not** apply:

- Currently operating a care facility in an approved home.
- Opening or reopening a care facility in a previously approved home.
- Changing licenses in an approved home.
- Changing ownership from one license to a new license in an approved home.
- Licensing exempt providers.

### Questions?

For information about a specific project, contact the local building department: [Oregon.gov/bcd/lbdd](https://oregon.gov/bcd/lbdd).