



CITY OF DONALD

CITY HALL: 10710 Main Street NE/PO Box 388 - Donald, OR 97020

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Doing Business in Donald

New Businesses in Donald – *Donald Municipal Code 110*

If you would like to conduct business in Donald, you will need a business license prior to opening for business; the fee for a new business license is \$100.00. New businesses may be subject to a one-time planning fee.

Annual Renewal Fee – *Donald Municipal Code 110.06 & Resolution 407-16*

Each year on the anniversary date of your business license approval, a renewal fee of \$75.00 will be due. Once you receive the renewal form, please complete the application and return to Donald City Call or mail to City of Donald, P.O. Box 388, Donald, OR 97020.

Fines – *Donald Municipal Code 10.99 & Resolution 359-14*

A violation of any ordinance of the city or failure to comply with any mandatory requirements of the city may be punishable by a fine up to \$500.00 per day or a portion of a day. Each day or portion of a day that a violation exists shall be punishable as a separate offense.

Approval Process – *Donald Municipal Code 110.07 and 1111.00, and Donald Development Code 2.404*

Once the application packet has been returned to our office with the required information and fee, it will then be submitted for review by the City Planner, City Manager and the City Council. Once it has been reviewed, we will notify the applicant of the results. If approved, the City will mail a business license to post at your place of business.

Signed Acknowledgements – *Donald Municipal Code 2.101 and 19.17, Donald Development Code 2.404*

The new business packet will include acknowledgement forms for Zoning, Noise, and Home occupation (as applicable), which will require the business owner's signature of agreement to comply with the City Code and Resolutions.

Home Occupation – *Donald Development Code 2.404*

Where permitted as a special use, a home occupation shall meet the use and development standards. The guidelines for operating a Home occupation may be found in Donald Development Code 2.404

Sign Permit – *Donald Development Code 2.310 & Resolution 373.14*

All signs shall comply with the applicable provisions of the Uniform Building Code. The issuance of a sign permit under these regulations does not relieve the applicant of complying with all other permit requirements. The owner will need to fill out a sign permit application with \$50.00 fee, which must include a sketch drawn to scale indicating the location of the proposed sign and identifying the existing signs on the premises.

***Fees are subject to change**