Community Development Department
315 Kennel Ave/PO Box 248
Molalla, OR 97038
Phone 503.759.0205
www.cityofmolalla.com

Business License Submission Guide

MMC 5.24

Land Use Conformance:

We encourage you to contact City Staff at communityplanner@cityofmolalla.com or 503-759-0205 to confirm that your location doesn't need additional permitting. Common requirements include:

- **Home Occupation** Approval if your business is based in your residence.
- **Change of Use** if your business is based in an existing commercial suite.
- **Site Design Review** if you are developing a site.
- **Accessory Mobile Food Unit Land Use** Approval for an Accessory MFU.

Business License Application:

1. Once applicant has necessary land use approvals, they can apply for their Business License online at Business License Application (City of Molalla) or may pick up a paper form from the Community Development Department.
2. Once the City receives the application, they will route to partner agencies for review.
3. Once the Business License is ready to be approved, the City of Molalla will request payment, as noted in the Master Fee Schedule: How much could it cost? | City of Molalla, OR.
4. Applicant has 60 days to pay fee, or Business License application is denied. *The City only accepts payment over the phone or in-person.*
5. Once fee is paid, the City of Molalla will ship the Business License to the mailing address on file. Please allow 7-10 business days.

Average Review Time: 2 weeks.

Please reach out to the Community Development Department at 503-759-0205 or businesslicenses@cityofmolalla.com with any questions.