



P.O. Box 370, Prairie City, OR 97869
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City of Prairie City

www.cityofprairiecity.com

January 11, 2016

Business members of Prairie City

Re: Ordinance 2015-02, Requiring all businesses conducting business inside the city limits of Prairie City to obtain a business license.

Dear Merchant or Business member,

If you own a business that a) operates from a location within the city limits of Prairie City, or b) does business in Prairie City, regardless of your business location, you are required to acquire and display a City Business License in order to legally operate your business. This includes retail businesses, home-based businesses, peddlers and transient merchants wishing to perform work within the City.

In order to acquire your license, you must submit an application with the applicable fee in person to the City Clerk located at City Hall at 133 South Bridge St. in Prairie City, or by mail to; City Hall – Business Licensing, PO Box 370 Prairie City, OR. 97869 .
The fee for a new business license is \$25.

The City of Prairie City will mail annual renewal notices to all business owners of record as a courtesy. Your Business License must be renewed on an annual calendar basis, with your renewal form and payment due by January 31st of every year. If you have not received your Business License Renewal Form by early January, please contact City Hall. However, if you do not receive this annual reminder, you are still responsible for the timely filing of your business license renewal.

Please call 541-820-3605 for more information.

On behalf of the Mayor and Council of Prairie City Oregon,
Thank you and Best Regards,

Taci Philbrook, City Recorder / Treasurer