



Business License Contacts

Commercial Buildings Inside City Limits

The business is not to be open or operating to the public until the individuals below have approved your license as well as all City Officials. Once the license is approved it will be mailed to the address provided on the application and at that time the business will permitted to be open to the public.

Step 1:

- Call the Jefferson County Building Officials office to schedule an appointment.

Office: 541-475-4462

Do not move on to Step 2 until Building Official has approved your occupancy type. The individuals under Step 2 will not sign off nor come to the business to inspect until the Building Official has set the occupancy type.

Note: If you are inside city limits please sign up for utility services under the listed business name.

Step 2:

- Call the Jefferson County Fire Department to schedule an appointment:

Jared Earnest: Office: 541-475-7274; jeanest@jcfire-ems.org

The business needs to be fully setup and ready to open before the Fire Chief can inspect. This should be the last step prior to opening your business. (i.e. this means furniture is setup, all equipment functional, door locks are properly installed, etc.)

If food or beverage is being served to public:

- Call Jefferson County Health Department to schedule an appointment:

Max Hamblin: Office: 541-475-4456

If you have any other questions contact City Hall at 541-475-2344.