



How To Apply For A Business License

Please note:

- Business License applications are accepted on-line only
- Take 30 minutes to complete
- For general questions regarding the application process or assistance please contact the Finance department at 503-656-4261

INSTRUCTIONS:

1. Open this web page [Online Business License Registration | City of West Linn Oregon Official Website](#)
2. Click on the words “West Linn Business Licensing Powered by CitizenServe
3. Once CitizenServe loads, in the upper right hand corner please select “Login”
4. Under “New to our Portal”, select “Register Now”
5. Follow the steps and prompts to set up a new account
6. Once you have successfully set up your account with a user name and password, log into your account
 - Please retain your user name and password for your annual business license renewal that occurs in June/July every year
 - If you forget your user name please contact the Finance department for assistance, please do not sign up for another account
7. Hover over the word “Services” at the top of the web page, then select “Business License” from the drop down menu
8. From the left hand side of the screen, select “Apply Online”
9. Follow the steps to complete the online application and respond to all required fields, submit your application at the bottom of the page
10. The next step will take you to a payment screen. It will appear as though you have to login and pay via PayPal, however there is a link below that says Pay via Debit/Credit Card if you prefer not to pay via PayPal.
 - If you prefer not to pay online, please print the payment screen or ensure that you return payment including your business license number and dollar amount owed
 - Mail a check payable to the City of West Linn to:
City of West Linn Attn Finance Department
22500 Salamo Rd, Ste 600
West Linn OR 97068
 - Pay by phone with a Visa/Mastercard/Discover at 503-656-4261

West Linn Business Licenses require renewal annually on July 1 of each year.

You will be emailed a renewal notification to the email address listed in Citizenserve.

Please let us know if you need to update your contact information or you are going out of Business.

Thank you for doing business in West Linn!