



**CITY OF PORTLAND**  
 OFFICE OF MANAGEMENT AND FINANCE  
 Ted Wheeler, Mayor  
 Kenneth L. Rust, Chief Financial Officer  
 Thomas W. Lannom, Revenue Division Director

**Terri Williams**  
**Tax Division Manager**  
 111 SW Columbia St, Suite 600  
 Portland, OR 97201-5840  
 Tel: (503) 865-2488  
 Fax: (503) 279-2698  
 TDD: (503) 823-6868

**APPLICATION**

**OCCASIONAL SECONDHAND DEALERS and SECONDHAND DEALERS**

All blanks must be filled in. If the question does not apply to you, enter N/A (Not Applicable) in the space. If additional space is needed to answer any question, use additional paper. Return completed application and fee to  
 City of Portland / Business Permitting / PO Box 8084 / Portland OR 97207.

1. Check one:  
Occasional Secondhand Dealer (for dealers who purchase or offer for sale no more than 50 items of regulated property in any one year period):

New application, \$100.00  
 Additional Location, \$50.00

Secondhand Dealer:

New application, \$500.00  
 Additional Location, \$450.00

2. To be issued to: \_\_\_\_\_  
 (name of owner, partners or corporation)

3. Check one:      Individual Proprietorship      Partnership      Corporation      LLC  
 See requirement #11

4. Assumed Business Name (if one is used): \_\_\_\_\_

5. Business Address: \_\_\_\_\_  
 See PCC 14B.90.020(B)      (street #)      (city)      (state)      (zip code)

Is this property      OWNED      RENTED

If the property is leased or rented, give the name and address of the property owner:

\_\_\_\_\_

6. Business Phone: \_\_\_\_\_ Business Email: \_\_\_\_\_

7. Mailing Address: \_\_\_\_\_  
 (if different than business address)

8. Hours / Days of Week of operation: \_\_\_\_\_

9. Explain the exact nature of the business to be operated \_\_\_\_\_

11. Provide the full name and title for the owner/applicant or each partner and any other person who will be directly engaged or employed in the management or operation of the business. If this application is for a corporation, provide the same information for any officer, director, and shareholder owning more than five percent of the outstanding shares. Persons "engaged or employed in the operation of the business" includes all persons who have any role in buying, reporting, holding, or selling regulated property at or on behalf of this business.

Full Name

Title

---



---



---



---



---



---

12. If a corporation, provide the date \_\_\_\_\_ and state of incorporation \_\_\_\_\_ and provide a copy of the corporation certificate and/or articles of incorporation.

13. Additional information is required for each person listed in #11 above. Each person should complete a Personal History Form and make sure to include the following as applicable. Attach additional pages if needed.
- a. A detailed description and history of secondhand dealer activities including places of employment or permits held.
  - b. If a secondhand dealer permit has ever been refused, suspended, or revoked, explain details such as type of permit, dates, location, and reason for action.
  - c. A detailed history of any arrests.

14. **NOTICE:**

- a. If you have any questions regarding this application, or the secondhand dealer regulations, or if you would like a copy of the secondhand dealer code mailed please telephone the Revenue Bureau at 503/865-2488.
- b. Portland City Code (PCC) Section 14B.90.050 lists a number of reasons why the Revenue Bureau Director shall deny an application for a permit. However, the Director may grant a permit with the concurrence of the Chief of Police despite the presence of one or more of these reasons for denial if the applicant establishes to the Director's satisfaction that the behavior is not likely to recur, or is remote in time, or that it occurred under circumstances which diminish the seriousness as it relates to the purpose of PCC 14B.90. You should review this section of the code. If grounds for denial exist, you should forward with this application any information that would support a favorable determination under 14B.90.050 C.
- c. Completion of these forms and submission with the non-refundable fee does not imply any obligation on the part of the City of Portland to grant the requested permit. Issuance of a City of Portland regulatory permit does not relieve the permittee from the obligation to meet all other applicable Federal, State, and local laws and regulations. The undersigned hereby states that the statements made in this application are true and correct to the best of his/her knowledge and belief, and that this statement is executed with the knowledge and understanding that any false statement, misrepresentation, or failure to reveal or provide requested information may be cause for refusal to issue, or suspension or revocation, of any permit issued under Chapter 14B.90.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Print Name: \_\_\_\_\_ Print Title: \_\_\_\_\_