



**July 1, 2018 - June 30, 2019**  
**WEIGHING & MEASURING**  
**DEVICE APPLICATION**

- New license
- Additional device(s)
- Renewal
- Corrected license
- New owner
- Re-Activate

**Mailing Address**

Business name \_\_\_\_\_ Phone # \_\_\_\_\_  
 Contact name \_\_\_\_\_ Fax # \_\_\_\_\_  
 Address line 1 \_\_\_\_\_ Cell # \_\_\_\_\_  
 Address line 2 \_\_\_\_\_ County \_\_\_\_\_  
 City/st/zip \_\_\_\_\_ Email \_\_\_\_\_

**Location Address**

Business name \_\_\_\_\_ Phone # \_\_\_\_\_  
 Contact name \_\_\_\_\_ Fax # \_\_\_\_\_  
 Address line 1 \_\_\_\_\_ Cell # \_\_\_\_\_  
 Address line 2 \_\_\_\_\_ County \_\_\_\_\_  
 City/st/zip \_\_\_\_\_ Email \_\_\_\_\_

| Device Type  | License Type | License Number | Quantity | Fee Per Device | Fee Amount |
|--|--------------|----------------|----------|----------------|------------|
| <b>Scales</b> , manufacturer's Rated Capacity is from:                 |              |                |          |                |            |
| 0 to 400 pounds .....  | A            | _____          | x        | \$41           | = _____    |
| 401 to 1,160 pounds .....  | B            | _____          | x        | \$84           | = _____    |
| 1,161 to 7,500 pounds .....  | C            | _____          | x        | \$168          | = _____    |
| 7,501 to 60,000 pounds .....   | D            | _____          | x        | \$254          | = _____    |
| 60,000 pounds .....  | E            | _____          | x        | \$254          | = _____    |
| <b>Petroleum meters</b> , manufacturer's rated capacity is:            |              |                |          |                |            |
| Under 20 gallons per minute, service station type ....                 | F            | _____          | x        | \$43           | = _____    |
| 20 to 150 gallons per minute .....                                     | G            | _____          | x        | \$178          | = _____    |
| Over 150 gallons per minute .....                                      | H            | _____          | x        | \$263          | = _____    |
| <b>Liquefied petroleum gas (LPG) meters:</b>                           |              |                |          |                |            |
| 1 inch pipe diameter or under .....                                    | M            | _____          | x        | \$254          | = _____    |
| Over 1 inch pipe diameter .....  | N            | _____          | x        | \$254          | = _____    |
| <b>Liquefied petroleum gas (LPG) vapor meters:</b>                     |              |                |          |                |            |
| 1 inch pipe diameter or under .....                                    | O            | _____          | x        | \$15           | = _____    |
| Over 1 inch pipe diameter .....  | P            | _____          | x        | \$20           | = _____    |
| <b>Railroad track scales:</b>  |              |                |          |                |            |
| Weigh-in-motion .....  | Q            | _____          | x        | \$1104         | = _____    |
| Static weighing .....  | R            | _____          | x        | \$1104         | = _____    |
| <b>Continuous weighing devices</b> , manufacturer's rated capacity is: |              |                |          |                |            |
| Under 10 tons per hour .....   | W            | _____          | x        | \$319          | = _____    |
| From 10 to 150 tons per hour .....                                     | X            | _____          | x        | \$497          | = _____    |
| From 151 to 1,000 tons per hour .....                                  | Y            | _____          | x        | \$993          | = _____    |
| Over 1,000 tons per hour .....   | Z            | _____          | x        | \$2206         | = _____    |

**Payment Method**

**For Checks or Money Orders, mail to:** **For Credit Card Charges, mail or fax to:**

Oregon Department of Agriculture  
 PO Box 4395, Unit 17  
 Portland OR 97208-4395

Oregon Department of Agriculture  
 635 Capitol St NE  
 Salem OR 97301-2532

Total Fee: \_\_\_\_\_

Total due: \_\_\_\_\_

Make checks payable to Oregon Department of Agriculture. All dishonored checks or electronic payments will incur a \$25 administrative fee per ORS 30.701.

Secure fax  
 1-503-986-4746

**For Visa or MasterCard charges complete the following information:**

Name of Cardholder: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Cardholder: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

**Email or Fax receipt available for credit card payments ONLY. Print Email address or Fax#:** \_\_\_\_\_

Signature: \_\_\_\_\_ Total Charges: \$ \_\_\_\_\_

Card Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Expiration Date: \_\_\_\_\_ / \_\_\_\_\_

## Important reminders

- Oregon law requires weighing and measuring devices to be licensed prior to being used in commercial sales.
  - Fees for new licenses must be paid in full prior to commercial use.

### **Once license fees are received by our office it will be legal for you to use your device(s)**

- Licenses expire June 30th each year. Renewal fees are due prior to July 1st to remain current.
  - Fees are not prorated for devices used less than twelve months.
- Dishonored checks or electronic payments will incur a \$25 administrative fee per ORS 30.701.

## Instructions for completing this form

### **Mailing address**

All licensing correspondence will be sent to the mailing address. If there is a particular person you want mail directed to, please fill in a contact name.

### **Location address**

The location address where your weighing and/or measuring devices are located. If the location address is identical to the mailing address you may write "same as above" and leave the rest blank.

### **Device type**

License fees are based upon the type of device and its rated capacity.

### **License type**

The license type is an internal designation we use to identify the different types of licenses.

### **License number**

Your license number if you have a current license for that type of device, otherwise leave blank.

### **Quantity**

The number of devices of that type that are being licensed.

### **Fee per device**

Device fees are assessed for each commercially used device.

### **Fee amount**

This is the quantity multiplied by the fee per device.

### **Late fee**

Licenses expire annually on June 30th. Late penalties are charged when licenses are not renewed by August 31st.

- Late fees are calculated separately for each license type.
- If the license fee is \$100 or less, the late fee is \$30 or the amount of the license fee, whichever is less.
- If the license fee is greater than \$100, the late fee is 30% of the license fee, not to exceed \$750.

### **Total due**

Sum of the fee amount for each license type plus any late fees.

### **Payment method**

#### **Check or money order**

*Mail to:*  
Oregon Department of Agriculture  
PO Box 4395, Unit 17  
Portland OR 97208-4395

#### **Visa or MasterCard charges**

*Mail or fax to:*  
Oregon Department of Agriculture  
635 Capitol St NE  
Salem OR 97301-2532  
Secure fax: 1-503-986-4746  
*We cannot accept fax charges over the phone.*