



**OREGON  
DEPARTMENT OF  
AGRICULTURE**

*Protect. Promote. Prosper.*

## Nursery License Application

Please allow 15 business days to process this application in full. This license will expire on June 30, following the date of issue. Fees are not prorated.

### CONTACT INFORMATION

Legal Name (Owner): \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone number: \_\_\_\_\_ Cell number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Email: \_\_\_\_\_

Check license type:
<input type="checkbox"/> New License
<input type="checkbox"/> Renewal
License number: AG-L_____

### BUSINESS LOCATION INFORMATION

Business Name: \_\_\_\_\_ Store number: \_\_\_\_\_

Location Address: \_\_\_\_\_  
\_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

### LICENSE FEE INFORMATION

Indicate the type of operation engaged in (check only one type)

- Nursery Dealers, Florists & Landscapers\*
- Greenhouse Growers of Herbaceous Plants
- Nursery Stock Growers & Collectors of Native Plants

* <input type="checkbox"/> Check here if you use your license ONLY for purchasing cut flowers for purposes other than selling plants
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A nursery fee schedule calculator is available at: <https://oda.direct/NurseryFeeCalculator> and at the end of this document to help calculate license fees.

**LICENSE FEE INFORMATION (CONTINUED)**

Minimum total license fee is \$158 and a maximum of \$25,000.

Total gross sales/purchases:       \$ \_\_\_\_\_  
  
Calculated base fee:                   \$ \_\_\_\_\_  
Research assessment fee:           \$ \_\_\_\_\_  
Late penalty fee\*:                   \$ \_\_\_\_\_  
Total paid:                               \$ \_\_\_\_\_

**\*A late penalty fee equaling 30% of your calculated base fee is assessed on renewals received after August 30 of each year.**

**PAYMENT METHOD**

**FOR CHECK OR MONEY ORDER, MAIL TO:**

Oregon Department of Agriculture  
P.O. Box 4395, Unit 17  
Portland, Oregon 97208-4395

**FOR CREDIT CARD CHARGE, MAIL OR FAX TO:**

Oregon Department of Agriculture  
635 Capitol Street NE  
Salem, Oregon 97301-2532  
Secure Fax: 503-986-4746

Make checks payable to Oregon Department of Agriculture. All dishonored checks or electronic payments will incur a \$25.00 administrative fee per ORS 30.701.

**For Visa, MasterCard, Discover, or American Express card charges, complete the following information:**

Name of cardholder: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of cardholder: \_\_\_\_\_  
\_\_\_\_\_

**Email or fax receipt available for credit card payments ONLY.**

Print email address or fax number: \_\_\_\_\_

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

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

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**Nursery & Christmas Tree Program**

635 Capitol St, NE

Salem, OR 97301-2532

503.986.4644 | [oda.direct/Nursery](http://oda.direct/Nursery)

*Revised 12/2020*

## Nursery Fee Schedule

Estimate expected yearly purchases or sales for new nurseries. The initial license fee is subject to adjustment depending upon the actual purchases or sales reported at the time of renewal. Applicants will be notified of any adjustment. Gross purchases or sales are not part of the public reports and may be subject to department audit pursuant to ORS.571.

A nursery fee schedule calculator is also available at: <https://oda.direct/NurseryFeeCalculator>

### NURSERY DEALERS, FLORISTS AND LANDSCAPERS

Gross Purchases:	If gross purchases are*:	The base fee formula is:
_____	Up to \$20,000	Base fee= \$148
_____	\$20,001 - \$100,000	Base fee = \$148 plus .00173 over \$20,000
_____	\$100,001 - \$200,000	Base fee = \$286 plus .00140 over \$100,000
_____	\$200,001 - \$500,000	Base fee = \$426 plus .00069 over \$200,000
_____	\$500,000 - \$2,000,000	Base fee = \$633 plus .00062 over \$500,000
_____	\$2,000,001 & above	Base fee = \$1,563 plus .00056 over \$2,000,000

Calculated Base Fee:	\$ _____
Research Assessment Fee (min. \$10.00): Gross Purchases x .0002	\$ _____
Late Penalty Fee (If renewing after August 30; 30% of calculated base fee)	\$ _____
Total Fee Due (max. \$25,000):	\$ _____

\*Live plant material only. Cut flowers are exempt.

Landscapers may be required to obtain a nursery license under certain conditions. In addition, landscapers may be required to be licensed with the Landscapers Contractors Board, 700 Summer Street NE, Suite 300, P.O. Box 14140, Salem, Oregon 97309-5052. For information call (503) 378-4621.

### GREENHOUSE GROWERS OF HERBACEOUS PLANTS

Gross Sales:	If gross sales are*:	The base fee formula is:
_____	Up to \$20,000	Base fee= \$148
_____	\$20,001 - \$100,000	Base fee = \$148 plus .00173 over \$20,000
_____	\$100,001 - \$200,000	Base fee = \$286 plus .00140 over \$100,000
_____	\$200,001 - \$500,000	Base fee = \$426 plus .00069 over \$200,000
_____	\$500,000 - \$2,000,000	Base fee = \$633 plus .00062 over \$500,000
_____	\$2,000,001 & above	Base fee = \$1,563 plus .00056 over \$2,000,000

Calculated Base Fee:	\$ _____
Research Assessment Fee (min \$10.00): Gross Sales x .0002	\$ _____
Late Penalty Fee (If renewing after August 30; 30% of calculated base fee)	\$ _____
Total Fee Due (max. \$25,000):	\$ _____

\*Live plant material only. Cut flowers are exempt.

**NURSERY STOCK GROWERS & COLLECTORS OF NATIVE PLANTS**

Gross Sales:	If gross sales are*:	The base fee formula is:
_____	Up to \$20,000	Base fee= \$148
_____	\$20,001 - \$100,000	Base fee = \$148 plus .00472 over \$20,000
_____	\$100,001 - \$200,000	Base fee = \$286 plus .00437 over \$100,000
_____	\$200,001 - \$500,000	Base fee = \$426 plus .00354 over \$200,000
_____	\$500,000 - \$2,000,000	Base fee = \$633 plus .00212 over \$500,000
_____	\$2,000,001 & above	Base fee = \$1,563 plus .00061 over \$2,000,000

Calculated Base Fee: \$ \_\_\_\_\_  
 Research Assessment Fee (min. \$10.00): Gross Sales x .0002 \$ \_\_\_\_\_  
 Late Penalty Fee (If renewing after August 30; 30% of calculated base fee) \$ \_\_\_\_\_  
 Total Fee Due (max. \$25,000): \$ \_\_\_\_\_

\*Live plant material only. Cut flowers are exempt.

**The license fee, research assessment fee and any applicable late penalty fees must be paid in full before the license will be issued. This license expires on June 30, following the date of issue. Fees are not pro-rated.**