

Protect. Promote. Prosper.

Nursery License Application 2025-2026

CONTACT INFORMATION Business Name: Legal Name (Owner/s): Contact Name: _____ Mailing Address: _____ Phone #: _____ Fax #: _____ Fax #: _____ *Please include your email, this is the primary way we will contact you **BUSINESS LOCATION INFORMATION** DBA (if applicable): ______ Store ID (if applicable):_____ Location Address (where the plants are held)** ______ Fax number: ______ PLEASE CHECK THE APPROPRIATE BOX BELOW Payment for current season (May 15th, 2025, through June 30th, 2026) Payment for previous season (2024-2025 season) Other_____

Please allow 15 business days to process this application in full. You can expedite this process by coming to the ODA Salem office and paying in-person with credit card or check at the cashier's office on the 1st floor.

This application is for the 2025-2026 Season and will expire on June 30, 2026. Fees are not prorated. Do not email this form or any credit card information.

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LICENSE TYPE (ONLY CHOOSE ONE, CONTACT THE NURSERY PROGRAM IF YOU NEED GUIDANCE)
Each of the following includes one retail location. Additional retail locations require additional dealer licenses.
Nursery Stock Growers & Collectors of Native plants (grow plants outside or in greenhouses)
Greenhouse Growers (exclusively grow plants in greenhouses or indoors, no outside fields)
Nursery Dealers, Florists & Landscapers (sell, but do not propagate any plants)
CALCULATE YOUR FEE
Minimum total license fee is \$158 and a maximum of \$25,000.
License fees are based upon gross sales/purchases reported herein as gained between July 1 st (of last year) through June 30 th (of this year). New applicants for a nursery license can report \$0 for the previous season.
Nursery stock covers living plant material that is intended to keep living after purchase. Please do not report sales of soil, cut flowers, or other non-living plant material.
 Nursery stock <u>does</u> include bareroot plants, plants with roots, tubers, bulbs, cuttings for propagation, and plugs (such as a tomato seedling) to name a few.
 Nursery stock <u>does NOT</u> include products such as cut flowers, decorative cuttings, or food to be eaten (such as a grown tomato) since these are not intended to keep growing after sales.
 Seed sales are managed by ODA's Seed Regulatory Program and require an additional license. Please visit the <u>Seed Licenses</u> webpage for more information or contact their main office (503.986.4620/seedservices@oda.oregongov).
I. TOTAL GROSS SALES/PURCHASES OF NURSERY STOCK: \$0 New nursery license holders put \$0 in the Total gross sales/purchases (Line 1) for their first year as the license fee is based on the previous year's sales (for growers) or purchases (for dealers) of nursery stock.

THE TOTAL ON LINE 4 IS THE COST OF YOUR LICENSE FOR YOUR FIRST SEASON.

Please keep track of nursery stock sales/purchases during this next season so will you have an accurate number for Line 1 next year.

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\$ ____158

2. CALCULATED BASE FEE

4. TOTAL

3. RESEARCH ASSESSMENT FEE

PAYMENT METHOD

IMPORTANT NOTES:

- If mailing check payment by **USPS**, send to the Portland address below.
- If mailing check payment by UPS or FEDEX, send to the Salem address below.
- Do not email this form or payment information, all emailed submissions will be rejected.
- Please print and fill out all pages, then mail them to the appropriate address below.
- Email or fax receipts are available for credit card payments ONLY.
- You can pay in person at the cashier's window on the first floor of the ODA Salem address below.

CHECK OR MONEY ORDERS (BY USPS):

Make checks payable to Oregon Department of Agriculture. All dishonored checks or electronic payments will incur a \$35.00 administrative fee per ORS 30.701. Mail check or money order to:

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

Secure Fax Line:

503-986-4746

Expiration Date:

OR

CREDIT CARDS:

<u>Do not email this form</u> or payment information, all emailed submissions will be rejected. Digital signatures on this form are not accepted and will result in a rejected payment.

635 Capitol Street NE

Salem, OR 97310-2532

Oregon Department of Agriculture

Print email address or fax number: _______

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

Name of cardholder: _______ Phone: _______

Address of cardholder: _______ Total Charges: _______

*Digital signatures are not accepted, please use a pen

Card Number:

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IF YOU ARE A NURSERY STOCK GROWER OR GREENHOUSE GROWER, PLEASE INCLUDE ADDITIONAL ADDRESSES FOR EACH <u>LOCATION WHERE YOU GROW PLANTS</u>

Nursery Name	No additional locations
Location Name/ID:	
Location Address:	
Location Name/ID:	
Location Address:	
	
Location Name/ID:	
Location Address:	
Location Name/ID:	
Location Address:	
Location Name/ID:	
Location Address:	