



**OREGON
DEPARTMENT OF
AGRICULTURE**

Protect. Promote. Prosper

July 1, 2024 - June 30, 2025
**WEIGHING & MEASURING DEVICE
APPLICATION**

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

Weights and Measures Program | 635 Capitol St NE, Salem, OR 97301-2532 | 503.986.4670 | oda.direct/MSDLicenses

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	Total
Scales , manufacturer's Rated Capacity is from:					
0 to 400 pounds	A	_____	_____	x	=
401 to 1,160 pounds	B	_____	_____	x	=
1,161 to 7,500 pounds	C	_____	_____	x	=
7,501 to 60,000 pounds	D	_____	_____	x	=
60,000 pounds	E	_____	_____	x	=
Petroleum meters , manufacturer's rated capacity is:					
Under 20 gallons per minute, service station type	F	_____	_____	x	=
20 to 150 gallons per minute	G	_____	_____	x	=
Over 150 gallons per minute	H	_____	_____	x	=
Liquefied petroleum gas (LPG) meters:					
1 inch pipe diameter or under	M	_____	_____	x	=
Over 1 inch pipe diameter	N	_____	_____	x	=
Liquefied petroleum gas (LPG) vapor meters:					
1 inch pipe diameter or under	O	_____	_____	x	=
Over 1 inch pipe diameter	P	_____	_____	x	=
Railroad track scales:					
Weigh-in-motion	Q	_____	_____	x	=
Static weighing	R	_____	_____	x	=
Continuous weighing devices , manufacturer's rated capacity is:					
Under 10 tons per hour	W	_____	_____	x	=
From 10 to 150 tons per hour	X	_____	_____	x	=
From 151 to 1,000 tons per hour	Y	_____	_____	x	=
Over 1,000 tons per hour	Z	_____	_____	x	=
Penalty Fee (see instructions)					=
(applies only to renewals paid after Aug. 31)					

Payment Method

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

Oregon Department of Agriculture	Oregon Department of Agriculture
PO Box 4395, Unit 17	635 Capitol St NE
Portland OR 97208-4395	Salem OR 97301-2532

Total due: _____

Make checks payable to: "Oregon Department of Agriculture" Secure fax: 503-986-4746

All dishonored checks or electronic payments will incur a \$25 administrative fee per ORS 30.701.

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.
For new licenses write "new"

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.

Penalty 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:
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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: 503-986-4746

We cannot accept credit cards over the phone.