



**OREGON
DEPARTMENT OF
AGRICULTURE**

Protect. Promote. Prosper.

Nursery License Renewal Form

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. Do not email this form or payment, they must be mailed in.**

PLEASE CHECK THE APPROPRIATE BOX BELOW

- Payment for upcoming season (July 1st, 2023, to June 30th, 2024)
- Payment for previous season (2022-2023 season) Other _____

DO CHANGES NEED TO BE MADE TO YOUR RECORD?

- Update business name Update mailing address
- Update business location Update contact information

Please include the corrected information in the form below. New owners require a new License number, fill out the New Nursery License Form.

ADDITIONAL NOTES:

CONTACT INFORMATION

Legal Name (Owner/s): _____

Contact Name: _____

License #: AG-L _____

Mailing Address: _____

Phone number: _____ Cell number: _____ Fax number: _____

Email: _____

*****Please include your email, this is the primary way we will contact you**

BUSINESS LOCATION INFORMATION (where plants are grown or the store location, SEE PAGE 5)

Business Name: _____ Store ID (if applicable): _____

Location Address: _____

Phone number: _____ Fax number: _____

Nursery & Christmas Tree Program

635 Capitol St, NE
Salem, OR 97301-2532
503.798.3429 | oda.direct/Nursery

CALCULATE YOUR FEE

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

Please use the online Nursery – Fee Calculator to fill in the sections below (available at: <https://oda.direct/NurseryFeeCalculator> or scan the QR code). If you prefer to calculate these by hand, please download the “Nursery Fee Schedule” document from our website or contact us for a copy to be emailed, mailed, or faxed to you (nursery@oda.oregon.gov; Phone: 503-986-4644; Fax: 503-986-4786).

YOUR LICENSE FEE IS BASED ON:

Nursery Stock or Greenhouse Growers: calculate the total gross sales of nursery stock

Nursery Dealers, Florists, & Landscapers: calculate the total gross purchases of nursery stock

On this online Nursery – Fee Calculator, enter your season total from Line 1 then click on your license type. The calculator will automatically generate the numbers for lines 2 and 3 on the right side of the website. Only calculate the penalty fee for line 4 if you are making a late payment (after August 30th).



1. TOTAL GROSS SALES/PURCHASES OF NURSERY STOCK*: \$ _____

License season is July 1st (last year) to June 30th (this year), gross sales/purchases are for this date range.

*Nursery stock is living plant material, do not include sales of soil, cut flowers, or other non-living material.

2. CALCULATED BASE FEE \$ _____

3. RESEARCH ASSESSMENT FEE \$ _____

If you are making a payment after **August 30th**, a late penalty fee equalling 30% of your calculated **base fee** (line 2) is assessed on the late renewals. Only calculate line 4 if you are making a late payment for renewal, otherwise put \$0 on that line. The online calculator will not generate this fee, please use a calculator.

4. LATE PENALTY FEE (Base Fee * 0.3) \$ _____

5. TOTAL \$ _____

PAYMENT METHOD

IMPORTANT NOTES:

- Only use **USPS** to mail in your payments (do not send this using UPS or FED-EX).
- 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 payment window on the first floor of the ODA Salem Office location (635 Capitol Street NE, Salem) to expedite this process. Public access is through the doors on the West side.

CHECK OR MONEY ORDERS:

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. Mail check or money order to:

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

CREDIT CARDS:

Do not email this form or payment information, all emailed submissions will be rejected.

Digital signatures on this form are not accepted and will result in a rejected payment.

| | | |
|----------------------------------|----|------------------|
| Oregon Department of Agriculture | | Secure Fax Line: |
| 635 Capitol Street NE | OR | 503-986-4746 |
| Salem, OR 97310-2532 | | |

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: _____

Signature*: _____ Total Charges: _____

*Digital signatures are not accepted, please use a pen

Card Number: _____ Expiration Date: _____

LEAVE THIS PAGE BLANK, CONTINUE ON PAGE 5

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

License #: AG-L _____

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: _____
