



**OREGON  
DEPARTMENT OF  
AGRICULTURE**

*Protect. Promote. Prosper*

**July 1, 2023 - June 30, 2024**  
**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
<b>Scales, manufacturer's Rated Capacity is from:</b>					
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	= _____
<b>Petroleum meters, manufacturer's rated capacity is:</b>					
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	= _____
<b>Liquefied petroleum gas (LPG) meters:</b>					
1 inch pipe diameter or under .....	M	_____	_____	X	= _____
Over 1 inch pipe diameter .....	N	_____	_____	X	= _____
<b>Liquefied petroleum gas (LPG) vapor meters:</b>					
1 inch pipe diameter or under .....	O	_____	_____	X	= _____
Over 1 inch pipe diameter .....	P	_____	_____	X	= _____
<b>Railroad track scales:</b>					
Weigh-in-motion .....	Q	_____	_____	X	= _____
Static weighing .....	R	_____	_____	X	= _____
<b>Continuous weighing devices, manufacturer's rated capacity is:</b>					
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	= _____
<b>Penalty Fee (see instructions)</b> .....					= _____
<small>(applies only to renewals paid after Aug. 31)</small>					

**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:*  
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: 503-986-4746

*We cannot accept credit cards over the phone.*