



**OREGON  
DEPARTMENT OF  
AGRICULTURE**

*Protect. Promote. Prosper.*

**Nursery License Renewal Form 2024-2025**

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 season (July 1<sup>st</sup>, 2024, to June 30<sup>th</sup>, 2025)  
 Payment for previous season (2023-2024 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/nurserycalculator> 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](mailto: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 30<sup>th</sup>).



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

License season is July 1<sup>st</sup> (last year) to June 30<sup>th</sup> (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 30<sup>th</sup>**, 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 \$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

**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: \_\_\_\_\_  
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