

Emerging Small Business (ESB) Tier 1 Certification Requirements

The Oregon Department of Consumer & Business Services, Office of Minority, Women & Emerging Small Business (OMWESB) administers the Emerging Small Business certification program in Oregon. State law (ORS 200.005) authorizes this office.

For your business to be certified, you must complete and return the attached application form and the required documentation specific to your legal structure. We will assign and review your application according to the date it was received.

If your business is certified, you will receive a letter of confirmation. We require recertification every three years after the initial certification. You must submit the *Annual "No-Change" Affidavit* (form 440-4632) and a copy of your business's federal tax return every year on the anniversary of your certification. Once certified, your business will appear in our online directory of certified businesses at dcbs.oregon.gov/omwesb.

Businesses that want to bid on Sheltered Market Program projects should retain copies of their applications. For more information on these projects, please call the City of Portland, 503-823-6855 or 503-823-5701.

To qualify as an ESB Tier 1, a business:

- Must be an Oregon business with its principal place of business located in Oregon.
- Must be a small business, for which the annual average gross receipts for the previous three tax years do not exceed \$1,550,393 for construction or \$632,157 for nonconstruction.
- Must have 19 or fewer employees.
- Must be an independent business.
- Must be properly licensed and legally registered in Oregon.
- May be certified for *no longer* than six consecutive years.

A business shall not be considered an ESB if it is a subsidiary or parent company, or that belongs to a group of businesses owned and controlled by the same individuals, that has aggregate annual gross receipts of more than \$1,580,393 for construction or \$632,157 for nonconstruction over the past three years.

Businesses participating in the Tier 1 program may be eligible for an additional year of participation. To be considered for the one-year extension, the business must provide compelling information (i.e., bid opportunities were not available for the goods/services provided by the business) during a year of eligibility.

For your convenience, use the following checklists of documents to be submitted with the signed and notarized application for certification with the Office of Minority, Women & Emerging Small Business. Incomplete applications will delay the certification process.

Emerging Small Business (ESB) Tier 2 Certification Requirements

The Oregon Department of Consumer & Business Services, Office of Minority, Women & Emerging Small Business (OMWESB) administers the Emerging Small Business certification program in Oregon. State law (ORS 200.005) authorizes this office.

For your business to be certified, you must complete and return the attached application form and the required documentation specific to your legal structure. We will assign and review your application according to the date it was received.

If your business is certified, you will receive a letter of confirmation. Recertification is required every three years after the initial certification. You must submit the *Annual "No-Change" Affidavit* (form 440-4632) and a copy of your business's federal tax return every year on the anniversary of your certification. Once certified, your business will appear in our online directory of certified businesses at dcbs.oregon.gov/omwesb.

To qualify as an ESB Tier 2, a business:

- Must be an Oregon business with its principal place of business located in Oregon.
- Must be a small business, for which the annual average gross receipts for the previous three tax years do not exceed \$3,160,787 for construction or \$1,053,596 for nonconstruction.
- Must have 29 or fewer employees.
- Must be an independent business.
- Must be properly licensed and legally registered in Oregon.
- May be certified for *no longer* than six consecutive years.

A business shall not be considered an ESB if it is a subsidiary or parent company or belongs to a group of businesses owned and controlled by the same individuals, that has aggregate annual gross receipts in excess of: \$632,157 for nonconstruction businesses and \$1,580,393 for construction-related businesses in Tier 1 or \$1,053,596 for nonconstruction-related businesses and \$3,160,787 for construction-related businesses in Tier 2 over the past three years, shall **not** be considered an ESB.

For your convenience, use the following checklists of documents to be submitted with the signed and notarized application for certification with the Office of Minority, Women & Emerging Small Business. Incomplete applications will delay the certification process.

Businesses that want to bid on Sheltered Market Program projects should retain copies of their applications. For more information on these projects, please call the City of Portland, 503-823-6855 or 503-823-5701.

Sole Proprietorship Checklist

- Business's federal tax returns for the past three years, Form 1040 (Schedule C, Profit or Loss from Business).
- Company profile, including a brief description of the business's product(s) or service(s).
- Current licenses necessary to conduct your business. Examples: contractor's license (construction, landscaping, electrical, plumbing, welding, engineering), ODOT motor carrier authority, city business license (if required), DEQ license, professional license, etc.
- Assumed business name registration, if applicable.
- Application signed by an owner and notarized.

Partnership Checklist

- Federal partnership tax returns for the past three years, Form 1065 (first two pages).
- Company profile, including a brief description of the business's product(s) or service(s).
- Current licenses necessary to conduct your business. Examples: contractor's license (construction, landscaping, electrical, plumbing, welding, engineering), ODOT motor carrier authority, city business license (if required), DEQ license, professional license, etc.
- Assumed business name registration, if applicable.
- Application signed by an owner and notarized.

Corporation Checklist

- Corporate federal tax returns for the past three years, Form 1120 (first two pages).
- Company profile, including a brief description of the business's product(s) or service(s).
- Current licenses necessary to conduct your business. Examples: contractor's license (construction, landscaping, electrical, plumbing, welding, engineering), ODOT motor carrier authority, city business license (if required), DEQ license, professional license, etc.
- Articles of incorporation **and** amendments, including date approved by the State of Oregon.
- Stock certificates issued (both sides; not specimen copy).
- Application signed by an owner and notarized.

Limited Liability Company (LLC) Checklist

- Federal tax returns for the past three years, Form 1065 (first two pages).
- Company profile, including a brief description of the business's product(s) or service(s).
- Current licenses necessary to conduct your business. Examples: contractor's license (construction, landscaping, electrical, plumbing, welding, engineering), ODOT motor carrier authority, city business license (if required), DEQ license, professional license, etc.
- Articles of organization.
- Application signed by an owner and notarized.

Applicants are evaluated on the basis of documentation submitted to OMWESB for review. Any changes anticipated in the ownership or control of the business or in the documentation submitted in the application for certification must be fully disclosed at the time of application.



Department of Consumer & Business Services
Office of Minority, Women & Emerging Small Business

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 http://oregon.gov/DCBS/OMWESB

For office use only:
Certification no.:
Tier 1:
Tier 2:

Application for Certification or Recertification
Emerging Small Business

1. Business name: _____
 Corporation name (if applicable): _____
 Business address: _____
 City: _____ State: _____ ZIP: _____
 Mailing address (if different): _____
 City: _____ State: _____ ZIP: _____
 Phone: _____ Fax: _____
 E-mail: _____
 Owner's full name: _____ Title: _____
 Please list other business name(s) previously used: _____

Federal employer identification number (FEIN): _____
 Oregon business identification number (BIN): _____

2. Has your company been certified as an emerging small business? Yes No
 If "yes," please list all agencies and include proof of certification: _____

Has this business or any of its owners ever been denied certification or decertified? Yes No
 Date of denial: _____ Date of decertification: _____

3. Legal structure: Sole proprietorship Partnership Limited Liability Co. (LLC) Corp.
Date you acquired ownership: _____ **Date incorporated (if applicable):** _____

4. **Capabilities:** Please refer to the attached North American Industry Classification System (NAICS) code list. In the first and second columns, list any NAICS code numbers and the NAICS descriptions that apply to your business. Under "Business capability," clearly identify the products or services in which the qualifying individual has expertise and control. (See **example** in first row.)
 Enter your **primary** line of work on the **first** line after the example line.

NAICS code no.	NAICS description	Business capability
Example 238320	Painting and Wall Covering Contractors	Commercial painting, interior only; wallpaper hanging, texture application

5. Is your business currently DBE/MBE/WBE certified with the State of Oregon? Yes No

If previously certified, what name was used for the business? _____

6. Gross receipts for the business:

Submit the past three years' federal tax returns for the business or those filed since the business has been in operation, if that is less than three years.

State the ending date of business's fiscal year: (month) _____ (year) _____

If your business has been in operation for less than one year, please provide the total gross receipts from start of business to date of this application:

Total gross receipts: \$ _____ From: (month/year) _____ To: (month/year) _____

7. Ownership. List **all** individuals who have an ownership interest in this business.

Name	Race or ethnic origin*	Gender*	Years of ownership	Ownership/voting percent	Hours worked weekly
		<input type="checkbox"/> F <input type="checkbox"/> M			
		<input type="checkbox"/> F <input type="checkbox"/> M			
		<input type="checkbox"/> F <input type="checkbox"/> M			
		<input type="checkbox"/> F <input type="checkbox"/> M			
		<input type="checkbox"/> F <input type="checkbox"/> M			

*Optional. This information is for statistical purposes only and will not affect your certification. Examples of ethnicity: Black American, Hispanic American, Native American, Asian-Pacific American, Subcontinent-Asian American, and Caucasian.

8. Is your business a subsidiary or parent company belonging to a group of businesses that are owned and controlled by the same individuals? Yes No

If "yes," please explain: _____

9. If license or permit requires you to provide product or service, list below and include a copy. (e.g., city business license, contractor's license, engineer/architect license, etc.)

Name of qualifying individual	Type of license/permit	License/permit no.	Expires

10. Has your business been bonded? Yes No

If "yes," list your most recent bonding limit: \$ _____

11. List major customers or projects of the business for the past two years (list most recent first). If new business, list previous business references:

Customer/contract	Phone	Contact person	Type of project	Contract amount	Year

12. List the total number of work hours for **ALL** permanent, temporary, and part-time employees for the last fiscal year. Do not include the hours worked by the owners of the company.

Total hours worked by **temporary employees**: _____

Total hours worked by **part-time employees**: _____

Total hours worked by **permanent employees**: _____

TOTAL: _____

13. **Note: Questions 13 and 14 are optional.** This information is for statistical purposes only and will not affect your certification. Specify the ethnicity and gender of your employees and provide a total within each category.

Ethnicity	No. of males	No. of females
Caucasian	_____	_____
Black American	_____	_____
Hispanic American	_____	_____
Native American	_____	_____
Asian-Pacific American	_____	_____
Subcontinent-Asian American	_____	_____
Other: _____	_____	_____

14. Where did you learn about this certification?

Internet

State or local agency referral

Bid opportunity document

A certified business

Other: _____

15. What is your ORPIN (Oregon Procurement Information Network) number?

Please read the following affidavit carefully and sign it in the presence of a commissioned notary public.

Affidavit

I do solemnly declare and affirm, under penalty of perjury as defined in ORS 162.065, that the contents of the foregoing documents are true and correct and include all information necessary to identify and explain the operation of _____ (name of business), as well as the ownership thereof. The undersigned, in addition, swears that this business is a bona fide Emerging Small Business, pursuant to ORS 200.005 (3-5), and Administrative Rules of the Office of Minority, Women & Emerging Small Business.

Signature of owner/applicant: _____

Name (please print): _____

Title: _____ Date: _____

On this _____ of _____ before me appeared
(day) (month) (year)

_____, who being duly sworn did execute the foregoing affidavit, and did
(owner name)

state that she/he was properly authorized by _____ to
(name of business)

execute the affidavit and did so as her/his free act and deed.

Notary seal here

County of: _____

State of: _____

Notary public: _____
Signature

Commission expires: _____

North American Industry Classification System (NAICS) Codes

Please select the code number that most closely identifies your type of business from the following condensed list. Write the code number in the space provided on your form. **Note:** This document contains a partial list of NAICS codes. For a complete list of NAICS codes, please visit <http://www.sba.gov/size/indextableofsize.html>.

Agriculture, Forestry, Fishing and Hunting	
111000	Crop Production
112000	Animal Production
113000	Forestry and Logging
114000	Fishing, Hunting and Trapping*
115000	Support Activities for Agriculture and Forestry
Mining	
211000	Oil and Gas Extraction
212000	Mining (except Oil and Gas)
213000	Support Activities for Mining
Utilities*	
221110	Hydroelectric, Fossil Fuel, Nuclear and Other Electric Power Generation
221120	Electric Power Transmission, Control and Distribution
221310	Water Supply and Irrigation Systems*
Construction*	
<i>Construction of Buildings</i>	
236115	New Single-Family Housing Construction (except Operative Builders)
236116	New Multifamily Housing Construction (except Operative Builders)
236117	New Housing Operative Builders
236118	Residential Remodelers
236210	Industrial Building Construction
236220	Commercial and Institutional Building Construction
<i>Heavy and Civil Engineering Construction</i>	
237110	Water and Sewer Line and Related Structures Construction
237120	Oil and Gas Pipeline and Related Structures Construction
237130	Power and Communication Line and Related Structures Construction
237210	Land Subdivision
237310	Highway, Street, and Bridge Construction
237990	Other Heavy and Civil Engineering Construction
237990	Dredging and Surface Cleanup Activities
<i>Specialty Trade Contractors</i>	
238110	Poured Concrete Foundation and Structure Contractors
238120	Structural Steel and Precast Concrete Contractors
238130	Framing Contractors
238140	Masonry Contractors
238150	Glass and Glazing Contractors
238160	Roofing Contractors
238170	Siding Contractors
238190	Other Foundation, Structure, and Building Exterior Contractors
238210	Electrical Contractors
238220	Plumbing, Heating, and Air-Conditioning Contractors
238290	Other Building Equipment Contractors
238310	Drywall and Insulation Contractors
238320	Painting and Wall Covering Contractors
238330	Flooring Contractors
238340	Tile and Terrazzo Contractors
238350	Finish Carpentry Contractors
238390	Other Building Finishing Contractors
238910	Site Preparation Contractors
238990	All Other Specialty Trade Contractors
238990	Building and Property Specialty Trade Services

Manufacturing	
<i>Food Manufacturing</i>	
<i>Beverage and Tobacco Product Manufacturing</i>	
<i>Textile Mills</i>	
<i>Textile Product Mills</i>	
<i>Apparel Manufacturing</i>	
315211	Men's and Boys' Cut and Sew Apparel Contractors
315212	Women's, Girls', and Infants' Cut and Sew Apparel Contractors
315220	Men's and Boys' Cut and Sew Apparel Manufacturing
315230	Women's and Girls' Cut and Sew Apparel Manufacturing
315299	All Other Cut and Sew Apparel Manufacturing
315999	Other Apparel Accessories and Other Apparel Manufacturing
<i>Leather and Allied Product Manufacturing</i>	
316211	Rubber and Plastics Footwear Manufacturing
316213	Men's Footwear (except Athletic) Manufacturing
316214	Women's Footwear (except Athletic) Manufacturing
316219	Other Footwear Manufacturing
<i>Wood Product Manufacturing</i>	
Paper Manufacturing	
<i>Printing and Related Support Activities</i>	
323110	Commercial Lithographic Printing
323111	Commercial Gravure Printing
323112	Commercial Flexographic Printing
323113	Commercial Screen Printing
323114	Quick Printing
323115	Digital Printing
323116	Manifold Business Forms Printing
323117	Books Printing
323118	Blankbook, Loose-leaf Binder and Device Manufacturing
323119	Other Commercial Printing
323121	Tradebinding and Related Work
323122	Prepress Services
<i>Petroleum and Coal Products Manufacturing</i>	
324121	Asphalt Paving Mixture and Block Manufacturing
324122	Asphalt Shingle and Coating Materials Manufacturing
<i>Chemical Manufacturing</i>	
<i>Plastics and Rubber Products Manufacturing</i>	
326211	Tire Manufacturing (except Retreading)
326212	Tire Retreading
326220	Rubber and Plastics Hoses and Belting Manufacturing
326291	Rubber Product Manufacturing for Mechanical Use
326299	All Other Rubber Product Manufacturing
<i>Nonmetallic Mineral Product Manufacturing</i>	
<i>Primary Metal Manufacturing</i>	
<i>Fabricated Metal Product Manufacturing</i>	
332116	Metal Stamping
332322	Sheet Metal Work Manufacturing
332323	Ornamental and Architectural Metal Work Manufacturing
332710	Machine Shops
332721	Precision Turned Product Manufacturing
332996	Fabricated Pipe and Pipe Fitting Manufacturing
<i>Machinery Manufacturing</i>	
333120	Construction Machinery Manufacturing
333311	Automatic Vending Machine Manufacturing
33313	Office Machinery Manufacturing

* **Note:** Evidence of State or other licensing is required in order to be classified in this industry, if applicable.

333414	Heating Equipment (except Warm Air Furnaces) Manufacturing
333415	Air-Conditioning and Warm Air Heating Equipment and Commercial and Industrial Refrigeration Equipment Manufacturing
333514	Special Die and Tool, Die Set, Jig and Fixture Manufacturing
333613	Mechanical Power Transmission Equipment Manufacturing
333618	Other Engine Equipment Manufacturing
333911	Pump and Pumping Equipment Manufacturing
333921	Elevator and Moving Stairway Manufacturing
333922	Conveyor and Conveying Equipment Manufacturing
333923	Overhead Traveling Crane, Hoist and Monorail System Manufacturing
333924	Industrial Truck, Tractor, Trailer and Stacker Machinery Manufacturing
<i>Computer and Electronic Product Manufacturing</i>	
334111	Electronic Computer Manufacturing
334112	Computer Storage Device Manufacturing
334113	Computer Terminal Manufacturing
334119	Other Computer Peripheral Equipment Manufacturing
334210	Telephone Apparatus Manufacturing
334220	Radicand Television Broadcasting and Wireless Communications Equipment Manufacturing
334290	Other Communications Equipment Manufacturing
334310	Audio and Video Equipment Manufacturing
334417	Electronic Connector Manufacturing
334418	Printed Circuit Assembly (Electronic Assembly) Mfg
334419	Other Electronic Component Manufacturing
334511	Search, Detection, Navigation, Guidance, Aeronautical, and Nautical System and Instrument Manufacturing
334512	Automatic Environmental Control Manufacturing for Residential, Commercial and Appliance Use
334513	Instruments and Related Products Manufacturing for Measuring, Displaying, and Controlling Industrial Process Variables
334514	Totalizing Fluid Meter and Counting Device Manufacturing
334518	Watch, Clock, and Part Manufacturing
334519	Other Measuring and Controlling Device Manufacturing
334611	Software Reproducing
334612	Prerecorded Compact Disc (except Software), Tape, and Record Reproducing
334613	Magnetic and Optical Recording Media Manufacturing
<i>Electrical Equipment, Appliance and Component Manufacturing</i>	
<i>Transportation Equipment Manufacturing</i>	
336112	Light Truck and Utility Vehicle Manufacturing
336120	Heavy Duty Truck Manufacturing
336211	Motor Vehicle Body Manufacturing
336212	Truck Trailer Manufacturing
336311	Carburetor, Piston, Piston Ring and Valve Manufacturing
336312	Gasoline Engine and Engine Parts Manufacturing
336321	Vehicular Lighting Equipment Manufacturing
336322	Other Motor Vehicle Electrical and Electronic Equipment Manufacturing
336330	Motor Vehicle Steering and Suspension Components (except Spring) Manufacturing
336340	Motor Vehicle Brake System Manufacturing
336350	Motor Vehicle Transmission and Power Train Parts Manufacturing
336360	Motor Vehicle Seating and Interior Trim Manufacturing
336370	Motor Vehicle Metal Stamping
336391	Motor Vehicle Air-Conditioning Manufacturing
336399	All Other Motor Vehicle Parts Manufacturing
336411	Aircraft Manufacturing
336510	Railroad Rolling Stock Manufacturing
336611	Ship Building and Repairing

336991	Motorcycle, Bicycle and Parts Manufacturing
336999	All Other Transportation Equipment Manufacturing
<i>Furniture and Related Product Manufacturing</i>	
337127	Institutional Furniture Manufacturing
337211	Wood Office Furniture Manufacturing
337214	Office Furniture (Except Wood) Manufacturing
337215	Showcase, Partition, Shelving, and Locker Manufacturing
337920	Blind and Shade Manufacturing
<i>Miscellaneous Manufacturing</i>	
339111	Laboratory Apparatus and Furniture Manufacturing
339950	Sign Manufacturing
339991	Gasket, Packing, and Sealing Device Manufacturing
Wholesale Trade	
<i>Merchant Wholesalers, Durable Goods</i>	
423110	Automobile and Other Motor Vehicle Merchant Wholesalers
423120	Motor Vehicle Supplies and New Parts Merchant Wholesalers
423130	Tire and Tube Merchant Wholesalers
423140	Motor Vehicle Parts (Used) Merchant Wholesalers
423210	Furniture Merchant Wholesalers
423310	Lumber, Plywood, Millwork, and Wood Panel Merchant Wholesalers
423320	Brick, Stone, and Related Construction Material Merchant Wholesalers
423330	Roofing, Siding, and Insulation Material Merchant Wholesalers
423390	Other Construction Material Merchant Wholesalers
423410	Photographic Equipment and Supplies Merchant Wholesalers
423420	Office Equipment Merchant Wholesalers
423430	Computer and Computer Peripheral Equipment and Software Merchant Wholesalers
423440	Other Commercial Equipment Merchant Wholesalers
423450	Medical, Dental, and Hospital Equipment and Supplies Merchant Wholesalers
423490	Other Professional Equipment and Supplies Merchant Wholesalers
423510	Metal Service Centers and Other Metal Merchant Wholesalers
423610	Electrical Apparatus and Equipment, Wiring Supplies, and Related Equipment Merchant Wholesalers
423620	Electrical and Electronic Appliance, Television, and Radio Set Merchant Wholesalers
423690	Other Electronic Parts and Equipment Merchant Wholesalers
423710	Hardware Merchant Wholesalers
423720	Plumbing and Heating Equipment and Supplies (Hydronics) Merchant Wholesalers
423730	Warm Air Heating and Air-Conditioning Equipment and Supplies Merchant Wholesalers
423740	Refrigeration Equipment and Supplies Merchant Wholesalers
423810	Construction and Mining (except Oil Well) Machinery and Equipment Merchant Wholesalers
423820	Farm and Garden Machinery and Equipment Merchant Wholesalers
423830	Industrial Machinery and Equipment Merchant Wholesalers
423840	Industrial Supplies Merchant Wholesalers
423850	Service Establishment Equipment and Supplies Merchant Wholesalers
423860	Transportation Equipment and Supplies (except Motor Vehicle) Merchant Wholesalers
423930	Recyclable Material Merchant Wholesalers
423940	Other Miscellaneous Durable Goods Merchant Wholesalers
<i>Merchant Wholesalers, Nondurable Goods</i>	
424110	Printing and Writing Paper Merchant Wholesalers

* **Note:** Evidence of State or other licensing is required in order to be classified in this industry, if applicable.

424120	Stationary and Office Supplies Merchant Wholesalers
424130	Industrial and Personal Service Paper Merchant Wholesalers
424210	Drugs and Druggists' Sundries Merchant Wholesalers
424310	Piece Goods, Notions, and Other Dry Goods Merchant Wholesalers
424320	Men's and Boys' Clothing and Furnishings Merchant Wholesalers
424330	Women's, Children's, and Infants' Clothing and Accessories Merchant Wholesalers
424340	Footwear Merchant Wholesalers
424410	General Line Grocery Merchant Wholesalers
424420	Packaged Frozen Food Merchant Wholesalers
424490	Other Grocery and Related Products Merchant Wholesalers
424610	Plastics Materials and Basic Forms and Shapes Merchant Wholesalers
424690	Other Chemical and Allied Products Merchant Wholesalers
424710	Petroleum Bulk Stations and Terminals
424720	Petroleum and Petroleum Products Merchant Wholesalers (except Bulk Stations and Terminals)
424920	Book, Periodical, and Newspaper Merchant Wholesalers
424930	Flower, Nursery Stock, and Florists' Supplies Merchant Wholesalers
424940	Tobacco and Tobacco Product Merchant Wholesalers
424950	Paint, Varnish, and Supplies Merchant Wholesalers
424990	Other Miscellaneous Nondurable Goods Merchant Wholesalers
425000	Wholesale Electronic Markets and Agents and Brokers
425110	Business to Business Electronic Markets
425120	Wholesale Trade Agents and Brokers

Retail Trade

Motor Vehicle and Parts Dealers

441110	New Car Dealers
441120	Used Car Dealers
441221	Motorcycle Dealers
441222	Boat Dealers
441229	All Other Motor Vehicle Dealers
441229	Aircraft Dealers, Retail
441310	Automotive Parts and Accessories Stores
441320	Tire Dealers

Furniture and Home Furnishings Stores

442110	Furniture Stores
442210	Floor Covering Stores
442291	Window Treatment Stores
442299	All Other Home Furnishings Stores

Electronics and Appliance Stores

443111	Household Appliance Stores
443112	Radio, Television and Other Electronics Stores
443120	Computer and Software Stores
443130	Camera and Photographic Supplies Stores

Building Material and Garden Equipment and Supplies Dealers

444110	Home Centers
444120	Paint and Wallpaper Stores
444130	Hardware Stores
444190	Other Building Material Dealers
444210	Outdoor Power Equipment Stores
444220	Nursery and Garden Centers

Food and Beverage Stores

Health and Personal Care Stores

Gasoline Stations

Clothing and Clothing Accessories Stores

448110	Men's Clothing Stores
448120	Women's Clothing Stores
448130	Children's and Infants' Clothing Stores

448140	Family Clothing Stores
448150	Clothing Accessories Stores
448190	Other Clothing Stores
448210	Shoe Stores
448320	Luggage and Leather Goods Stores
<i>Sporting Good, Hobby, Book and Music Stores</i>	
451211	Book Stores
451212	News Dealers and Newsstands
<i>General Merchandise Store</i>	
<i>Miscellaneous Store Retailers</i>	
453110	Florists
453210	Office Supplies and Stationery Stores
453220	Gift, Novelty and Souvenir Stores
453310	Used Merchandise Stores
<i>Nonstore Retailers</i>	
454111	Electronic Shopping
454112	Electronic Auctions
454113	Mail-Order Houses
454210	Vending Machine Operators
454311	Heating Oil Dealers
454312	Liquefied Petroleum Gas (Bottled Gas) Dealers
454319	Other Fuel Dealers
454390	Other Direct Selling Establishments

Transportation*

Air Transportation

481111	Scheduled Passenger Air Transportation
481112	Scheduled Freight Air Transportation
481211	Nonscheduled Chartered Passenger Air Transportation
481212	Nonscheduled Chartered Freight Air Transportation
481219	Other Nonscheduled Air Transportation

Rail Transportation

Water Transportation

Truck Transportation

484110	General Freight Trucking, Local
484121	General Freight Trucking, Long-Distance, Truckload
484122	General Freight Trucking, Long-Distance, Less Than Truckload
484210	Used Household and Office Goods Moving
484220	Specialized Freight (except Used Goods) Trucking, Local
484230	Specialized Freight (except Used Goods) Trucking, Long-Distance

Transit and Ground Passenger Transportation

485111	Mixed Mode Transit Systems
485112	Commuter Rail Systems
485113	Bus and Motor Vehicle Transit Systems
485119	Other Urban Transit Systems
485210	Interurban and Rural Bus Transportation
485310	Taxi Service
485320	Limousine Service
485410	School and Employee Bus Transportation
485510	Charter Bus Industry
485991	Special Needs Transportation
485999	All Other Transit and Ground Passenger Transportation

Pipeline Transportation

Scenic and Sightseeing Transportation

Support Activities for Transportation

488111	Air Traffic Control
488119	Other Airport Operations
488190	Other Support Activities for Air Transportation
488210	Support Activities for Rail Transportation
488310	Port and Harbor Operations
488320	Marine Cargo Handling
488390	Other Support Activities for Water Transportation

* **Note:** Evidence of State or other licensing is required in order to be classified in this industry, if applicable.

488410	Motor Vehicle Towing
488490	Other Support Activities for Road Transportation
488510	Freight Transportation Arrangement
488991	Packing and Crating
488999	All Other Support Activities for Transportation
<i>Postal Service</i>	
<i>Couriers and Messengers</i>	
492110	Couriers
492210	Local Messengers and Local Delivery
<i>Warehousing and Storage</i>	
493110	General Warehousing and Storage
493120	Refrigerated Warehousing and Storage
493190	Other Warehousing and Storage
Information*	
<i>Publishing Industries (except Internet)</i>	
511110	Newspaper Publishers
511120	Periodical Publishers
511130	Book Publishers
511140	Directory and Mailing List Publishers
511199	All Other Publishers
511210	Software Publishers
512110	Motion Picture and Video Production
512191	Teleproduction and Other Postproduction Services
512199	Other Motion Picture and Video Industries
512210	Record Production
512220	Integrated Record Production/Distribution
512240	Sound Recording Studios
512290	Other Sound Recording Industries
<i>Broadcasting (except Internet)</i>	
515111	Radio Networks*
515112	Radio Stations*
515120	Television Broadcasting*
515210	Cable and Other Subscription Programming
<i>Internet Publishing and Broadcasting</i>	
516110	Internet Publishing and Broadcasting
<i>Telecommunications</i>	
517110	Wired Telecommunications Carriers
517211	Paging
517212	Cellular and Other Wireless Telecommunications
517310	Telecommunications Resellers
517410	Satellite Telecommunications
517510	Cable and Other Program Distribution
517910	Other Telecommunications
<i>Internet Service Providers, Web Search Portals, and Data Processing Services</i>	
518111	Internet Service Providers
518112	Web Search Portals
518210	Data Processing, Hosting, and Related Services
<i>Other Information Services</i>	
519110	News Syndicates
519120	Libraries and Archives
519190	All Other Information Services
Finance and Insurance*	
<i>Credit Intermediation and Related Activities</i>	
522220	Sales Financing
522291	Consumer Lending
522292	Real Estate Credit
522298	All Other Non-Depository Credit Intermediation
522310	Mortgage and Nonmortgage Loan Brokers
522320	Financial Transactions Processing, Reserve, and Clearing House Activities
522390	Other Activities Related to Credit Intermediation
<i>Financial Investments and Related Activities</i>	
523110	Investment Banking and Securities Dealing

523120	Securities Brokerage
523130	Commodity Contracts Dealing
523140	Commodity Contracts Brokerage
523910	Miscellaneous Intermediation
523920	Portfolio Management
523930	Investment Advice
523991	Trust, Fiduciary and Custody Activities
523999	Miscellaneous Financial Investment Activities
<i>Insurance Carriers and Related Activities</i>	
524113	Direct Life Insurance Carriers
524114	Direct Health and Medical Insurance Carriers
524126	Direct Property and Casualty Insurance Carriers
524127	Direct Title Insurance Carriers
524128	Other Direct Insurance (except Life, Health and Medical) Carriers
524130	Reinsurance Carriers
524210	Insurance Agencies and Brokerages
524291	Claims Adjusting
524292	Third Party Administration of Insurance and Pension Funds
524298	All Other Insurance Related Activities
<i>Funds, Trusts and Other Financial Vehicles</i>	
525110	Pension Funds
525120	Health and Welfare Funds
525190	Other Insurance Funds
525910	Open-End Investment Funds
525920	Trusts, Estates, and Agency Accounts
525930	Real Estate Investment Trusts
525990	Other Financial Vehicles
Real Estate and Rental and Leasing*	
<i>Real Estate</i>	
531120	Lessors of Nonresidential Buildings (except Miniwarehouses)
531130	Lessors of Miniwarehouses and Self Storage Units
531190	Lessors of Other Real Estate Property
531210	Offices of Real Estate Agents and Brokers*
531312	Nonresidential Property Managers
531320	Offices of Real Estate Appraisers*
531390	Other Activities Related to Real Estate
<i>Rental and Leasing Services</i>	
532111	Passenger Car Rental
532112	Passenger Car Leasing
532120	Truck, Utility Trailer, and RV (Recreational Vehicle) Rental and Leasing
532210	Consumer Electronics and Appliances Rental
532299	All Other Consumer Goods Rental
532310	General Rental Centers
532411	Commercial Air, Rail, and Water Transportation Equipment Rental and Leasing
532412	Construction, Mining and Forestry Machinery and Equipment Rental and Leasing
532420	Office Machinery and Equipment Rental and Leasing
532490	Other Commercial and Industrial Machinery and Equipment Rental and Leasing
533110	Lessors of Nonfinancial Intangible Assets (except Copyrighted Works)
Professional, Scientific and Technical Services*	
541110	Offices of Lawyers*
541191	Title Abstract and Settlement Offices
541199	All Other Legal Services
541211	Offices of Certified Public Accountants*
541213	Tax Preparation Services*
541214	Payroll Services

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541219	Other Accounting Services
541310	Architectural Services*
541320	Landscape Architectural Services*
541330	Engineering Services*
541340	Drafting Services
541340	Map Drafting
541350	Building Inspection Services
541360	Geophysical Surveying and Mapping Services*
541370	Surveying and Mapping (except Geophysical) Services*
541380	Testing Laboratories
541410	Interior Design Services
541420	Industrial Design Services
541430	Graphic Design Services
541490	Other Specialized Design Services
541511	Custom Computer Programming Services
541512	Computer Systems Design Services
541513	Computer Facilities Management Services
541519	Other Computer Related Services
541611	Administrative Management and General Management Consulting Services
541612	Human Resources and Executive Search Consulting Services
541613	Marketing Consulting Services
541614	Process, Physical Distribution and Logistics Consulting Services
541618	Other Management Consulting Services
541620	Environmental Consulting Services
541690	Other Scientific and Technical Consulting Services
541710	Research and Development in the Physical, Engineering, and Life Sciences
541720	Research and Development in the Social Sciences and Humanities
541810	Advertising Agencies
541820	Public Relations Agencies
541830	Media Buying Agencies
541840	Media Representatives
541850	Display Advertising
541860	Direct Mail Advertising
541870	Advertising Material Distribution Services
541890	Other Services Related to Advertising
541910	Marketing Research and Public Opinion Polling
541922	Commercial Photography
541930	Translation and Interpretation Services
541990	All Other Professional, Scientific and Technical Services
Management of Companies and Enterprises	
551111	Offices of Bank Holding Companies
551112	Offices of Other Holding Companies
Administrative and Support Services	
<i>Administrative and Support Services</i>	
561110	Office Administrative Services
561210	Facilities Support Services
561210	Base Maintenance
561310	Employment Placement Agencies
561320	Temporary Help Services
561330	Employee Leasing Services
561410	Document Preparation Services
561421	Telephone Answering Services
561422	Telemarketing Bureaus
561431	Private Mail Centers
561439	Other Business Service Centers (including Copy Shops)
561440	Collection Agencies
561450	Credit Bureaus
561491	Repossession Services

561492	Court Reporting and Stenotype Services
561499	All Other Business Support Services
561510	Travel Agencies
561520	Tour Operators
561599	All Other Travel Arrangement and Reservation Services
561611	Investigation Services
561612	Security Guards and Patrol Services*
561613	Armored Car Services
561621	Security Systems Services (except Locksmiths)
561622	Locksmiths
561710	Exterminating and Pest Control Services*
561720	Janitorial Services
561730	Landscaping Services*
561740	Carpet and Upholstery Cleaning Services
561790	Other Services to Buildings and Dwellings
561910	Packaging and Labeling Services
561920	Convention and Trade Show Organizers
561990	All Other Support Services
<i>Waste Management and Remediation Services</i>	
562111	Solid Waste Collection
562112	Hazardous Waste Collection*
562119	Other Waste Collection
562211	Hazardous Waste Treatment and Disposal*
562219	Other Nonhazardous Waste Treatment and Disposal
562910	Remediation Services
562910	Environmental Remediation Services
562920	Materials Recovery Facilities
562998	All Other Miscellaneous Waste Management Services
Educational Services	
611410	Business and Secretarial Schools
611420	Computer Training
611430	Professional and Management Development Training
611512	Flight Training
611513	Apprenticeship Training
611519	Other Technical and Trade Schools
611630	Language Schools
611691	Exam Preparation and Tutoring
611692	Automobile Driving Schools
611699	All Other Miscellaneous Schools and Instruction
611710	Educational Support Services
Health Care and Social Assistance*	
<i>Ambulatory Health Care Services</i>	
621110	Offices of Physicians
621210	Offices of Dentists
621310	Offices of Chiropractors
621320	Offices of Optometrists
621330	Offices of Mental Health Practitioners (except Physicians)
621340	Offices of Physical, Occupational and Speech Therapists and Audiologists
621391	Offices of Podiatrists
621399	Offices of All Other Miscellaneous Health Practitioners
621410	Family Planning Centers
621420	Outpatient Mental Health and Substance Abuse Centers
621492	Kidney Dialysis Centers
621493	Freestanding Ambulatory Surgical and Emergency Centers
621498	All Other Outpatient Care Centers
621511	Medical Laboratories
621512	Diagnostic Imaging Centers
621610	Home Health Care Services
621910	Ambulance Services
621999	All Other Miscellaneous Ambulatory Health Care

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	Services
<i>Hospitals</i>	
<i>Nursing and Residential Care Facilities</i>	
<i>Social Assistance</i>	
624110	Child and Youth Services
624120	Services for the Elderly and Persons with Disabilities
624190	Other Individual and Family Services
624210	Community Food Services
624221	Temporary Shelters
624229	Other Community Housing Services
624230	Emergency and Other Relief Services
624310	Vocational Rehabilitation Services
624410	Child Day Care Services
Arts, Entertainment and Recreation	
711000	Performing Arts, Spectator Sports and Related Industries
712000	Museums, Historical Sites and Similar Institutions
713000	Amusement, Gambling and Recreation Industries
Accommodation and Food Services*	
<i>Accommodation</i>	
<i>Food Services and Drinking Places</i>	
722110	Full-Service Restaurants
722211	Limited-Service Restaurants
722212	Cafeterias
722213	Snack and Nonalcoholic Beverage Bars
722310	Food Service Contractors
722320	Caterers
722330	Mobile Food Services
722410	Drinking Places (Alcoholic Beverages)
Other Services	
<i>Repair and Maintenance</i>	
811111	General Automotive Repair
811112	Automotive Exhaust System Repair
811113	Automotive Transmission Repair
811118	Other Automotive Mechanical and Electrical Repair and Maintenance
811121	Automotive Body, Paint and Interior Repair and Maintenance
811122	Automotive Glass Replacement Shops
811191	Automotive Oil Change and Lubrication Shops
811192	Car Washes
811198	All Other Automotive Repair and Maintenance
811211	Consumer Electronics Repair and Maintenance
811212	Computer and Office Machine Repair and Maintenance
811213	Communication Equipment Repair and Maintenance

811219	Other Electronic and Precision Equipment Repair and Maintenance
811310	Commercial and Industrial Machinery and Equipment (except Automotive and Electronic) Repair and Maintenance
811411	Home and Garden Equipment Repair and Maintenance
811412	Appliance Repair and Maintenance
811420	Reupholstery and Furniture Repair
811430	Footwear and Leather Goods Repair
<i>Personal and Laundry Services</i>	
812320	Drycleaning and Laundry Services (except Coin-Operated)
812331	Linen Supply
812332	Industrial Launderers
812921	Photo Finishing Laboratories (except One-Hour)
812922	One-Hour Photo Finishing
812930	Parking Lots and Garages
<i>Religious, Grantmaking, Civic, Professional and Similar Organizations</i>	

The following internal codes are not NAICS codes, and are to be used only by Airport Concessionaires

Airport Concessions	
999000	Airport Concessionaire - Food and Beverage
999001	Airport Concessionaire - Book Stores
999002	Airport Concessionaire - Auto Rental
999003	Airport Concessionaire - Banks
999004	Airport Concessionaire - Hotels and Motels
999005	Airport Concessionaire - Insurance Machines and Counters
999006	Airport Concessionaire - Gift, Novelty, and Souvenir Shop
999007	Airport Concessionaire - Newstands
999008	Airport Concessionaire - Shoe Shine Stands
999009	Airport Concessionaire - Barber Shops
999010	Airport Concessionaire - Automobile Parking
999011	Airport Concessionaire - Jewelry Store
999012	Airport Concessionaire - Advertising
999013	Airport Concessionaire - Luggage Cart
999014	Airport Concessionaire - Nail Salons
999015	Airport Concessionaire - Private Mail Centers

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