

Starting a Business in Wasco County Business Siting Guide



Photo by Nathan Morris

**Presented by the
Wasco County Economic Development Commission
August 2016**

Navigating this Guide



Siting a Business in an Existing Building

Step 1: Planning: Allowed Uses

Step 2: Public Health: sanitation permits.

Step 2: Fire Marshal: Fire, Life, or Safety Upgrades

Step 3: Building Codes: Permits

Step 4: DEQ: Hazardous Materials.

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Constructing a New Building for your Business

Step 1: Planning: Allowed Uses and Pre-Application Process

Step 2: Public Health: sanitation permits.

Step 3: Fire Marshal: Fire, Life, or Safety Upgrades

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Business Resources

How to Start a Business *(pg 1)*

Business Development: Starting or growing your business! *(pg 6)*

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Financing: Accessing capital, loans, and other tools. *(pg 8)*

Utilities Guide: Who to contact to connect to everything from power to the internet. *(pg 9)*

Questions? Need Assistance?

Contact the Wasco County EDC at 541-296-2266

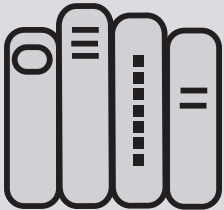
Find this guide online at: www.mcedd.org/links/wasco.htm

Business Resources in Wasco County: How do you start a Business?

Some of these steps can happen at the same time, but we encourage you to take the time to develop clear plans and structures for your business from the beginning!

STEP 1

Before you start your business...

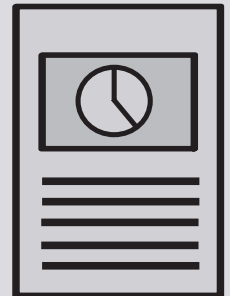


Do you have **KNOWLEDGE** pertaining to the business you plan to enter?
Do you have **EXPERIENCE** managing people and finance?

STEP 2

Write a Business Plan

It is vitally important to develop your business plan. This will help clarify your **BUSINESS OBJECTIVES**, market, and competition as well as begin development of strategies to move toward your goals! Your business plan should also include elements on **FINANCING AND MARKET STRATEGIES**.



STEP 3

Legal & Licensing

Set your **BUSINESS STRUCTURE**. Your decision will impact not only your legal structure but also your taxes.

Check **LICENSING REQUIREMENTS**. While there are no local licenses required, there are potentially state licenses, permits, or certifications needed.



STEP 4

Seek Financing

The plan for this step should be part of your business planning, and can happen at several intervals during the life of your business. Check out banks, state and local financing, potential investors, or even the community public offering models!



Need assistance with any of these steps?

More details can be found at: www.cgcc.edu/sbdc/starting-business. **Contact the Small Business Development**

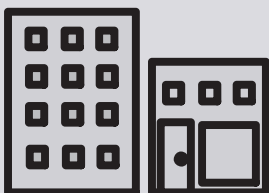
Center for one-on-one business counseling, support developing a business plan, training, and much more! For additional resource providers review the Business Development and Financing resources sections in this guide.



STEP 5

Locate your Business

Follow the steps in this **BUSINESS SITING GUIDE** to find or build the right space to house your business and comply with the local planning and building requirements.



Siting a Business in an Existing Building

This handout was prepared to help you move through the various local permitting processes to site a business in the unincorporated areas of Wasco County. For resources on how to form a business, visit www.cgcc.edu/sbdc or stop by the Small Business Development Center at Columbia Gorge Community College.

Step 1: Contact the Wasco County Planning Department to determine if the use is permitted in that zone, learn which regulations apply to your business, and initiate the building and development process. For example, running a business out of your home may require a permit, different zones have differing approval requirements for commercial uses, and city regulations may differ from the County. This office is also your stop for any National Scenic Area inquiries, marijuana regulations, and agricultural development provisions. You might consider setting up a pre-application meeting with the Planning Department to discuss your project. There is a small fee for this meeting and other agencies are invited giving you a broad perspective while conducting your due diligence.

Contact: Wasco County Planning Department
2705 East 2nd Street
The Dalles OR 97058
541-506-2560
co.wasco.or.us/planning/



Step 2: Contact the North Central Public Health District to determine if a sanitation permit is required. A permit is likely required if your business will be generating byproducts or waste above what is typical of a residence.

Contact: North Central Public Health District
419 East 7th Street
The Dalles OR 97058
541-506-2603
www.wshd.org

Step 3: Contact your local fire district to determine if any fire, life or safety upgrades on the building are required. The Wasco County Planning Department can direct you to the appropriate agency to contact.

Siting a Business in an Existing Building



Step 4: Contact Mid-Columbia Building Code Services to determine if permits are required. Generally, a permit is required to construct, enlarge, alter, repair, move or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, convert or replace any electrical, gas, mechanical or plumbing system.

Contact: Mid-Columbia Council of Governments

1113 Kelly Avenue
The Dalles, OR 97058
541-298-4461
www.mccog.com/building.htm

Step 5: Contact the Oregon Department of Environmental Quality if you are remodeling an existing building and suspect there might be hazardous materials. The proper removal of hazardous materials is essential. Potential hazardous materials include asbestos, underground fuel tanks, hazardous waste, water quality, used woodstoves, or dust problems.

Contact: Department of Environmental Quality

400 E. Scenic Drive
541-298-7255, ext. 0

Constructing a New Building for Your Business

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Step 3: Contact your local fire district to determine what fire, life or safety requirements apply. The Wasco County Planning Department can direct you to the appropriate agency to contact.



Photo by Crystal Varsico

Constructing a New Building for Your Business

Step 4: Contact Mid-Columbia Building Code Services to initiate a building permit. Generally, a permit is required to construct, enlarge, alter, repair, move or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, convert or replace any electrical, gas, mechanical or plumbing system.

Contact: 1113 Kelly Avenue
The Dalles, OR 97058
541-298-4461
www.mccog.com/building.htm



Business Resources in Wasco County: Business Development

This handout provides an overview of the business services available to you as you start, grow, or relocate your business in Wasco County. This sheet was prepared by the Wasco County Economic Development Commission. Please contact Amanda at amanda@mcedd.org or 541-296-2266 with questions or updates.

Small Business Development Center at Columbia Gorge Community College

The SBDC's goal is to provide business and technical assistance to new and existing business owners and managers in the Mid-Columbia area. Services include:

- Free one-on-one business counseling
- Seminars and workshops
- Small Business Management (SBM) Program
- Commercial kitchen
- Customized training for business & industry
- Collaboration with Oregon State University Extension office in The Dalles, Oregon, to bring value-added services and training to farmers.

Contact: www.cgcc.edu/sbdc ; 541-506-6120



gorge innoventure

Gorge Innoventure helps new business members by guiding them through the steps of registration, patents, branding, hiring employees and finding resources like equipment and appropriate space. Innoventure offers training and mentoring through a team of hand picked mentors, Boot Camps, PubTalks and the Gorge Angel Conference.

Contact: www.gorgeinnoventure.com;
info@gorgeinnoventure.com

Business Resources in Wasco County: Business Support

The Dalles/Wasco County Enterprise Zone

An opportunity for businesses growing or relocating to The Dalles or Wasco County. The enterprise zones exempt certain businesses from local property taxes on new investments. The enterprise zone is managed by The City of The Dalles. Contact the city prior to making relocating or expanding to determine if you may qualify.

Contact: www.ci.the-dalles.or.us; 541-296-5481



Port of The Dalles

The Port of The Dalles is an Oregon special district that works to create jobs and recruit businesses by developing industrial lands.

Contact: www.portofthedalles.com; 541-298-4148

The Dalles Area Chamber of Commerce

The Chamber of Commerce helps its members grow and maintain a sustainable and healthy economic environment for The Dalles area businesses and residents through taking a proactive approach to addressing business' needs.

Contact: www.thedalleschamber.com; (541) 296-2231

Maupin Area Chamber of Commerce



The Maupin Area Chamber of Commerce is a voluntary non-profit corporation of businesses and individuals in the South Wasco County area dedicated to improving the business climate, tourists and businesses, and ensuring that our area is a good place to live, work, visit and raise a family.

Contact: www.maupinoregon.com; (541) 993-1708

Dufur Chamber of Commerce

The Dufur Area Chamber of Commerce is an organization dedicated to improving the business climate, supporting tourism, and ensuring a good place to live, work, visit, and raise a family.

Contact: www.dufur.org

Industry Organizations: There are a variety of industry organizations that support businesses throughout the Gorge. These include:

- Columbia Gorge Technology Alliance: crgta.org
- Columbia Gorge Winegrowers Association: www.columbiagorgewine.com
- Columbia Gorge Fruitgrowers Association: cgfg.org
- Gorge Cider Society: gorgecidersociety.com
- Gorge Grown Food Network: gorgegrown.com



Business Resources in Wasco County: Financing

State of Oregon

Business Oregon has a team of professionals to assist businesses with their financing needs. Business Oregon manages the following financing programs to assist businesses:

- Oregon Business Development Fund
- Oregon Capital Access Program
- Oregon Credit Enhancement Fund
- Business Retention Program
- Oregon Industrial Development Bonds
- Oregon New Market Tax Credit
- Entrepreneurial Development Loan Fund
- Brownfields Redevelopment Fund

Contact: oregon4biz.com

Mid-Columbia Economic Development District and Oregon Investment Board

To support businesses create and retain jobs, MCEDD provides loans for the financing needs of businesses with favorable rates, terms and requirements. In addition to the funds directly managed by MCEDD, the staff is knowledgeable about most state and federal loan and assistance programs and can help your business to access these funds and package your loan application.

Contact: mcedd.org; 541-296-2266



Business Resources in Wasco County: Utilities Guide

Below is a list of utilities that serve Wasco County

Electric:

**Northern Wasco County
PUD**
2345 River Road
The Dalles, OR 97058
541-296-2226
www.nwasco.com

Wasco Electric Coop
105 East 4th Street
The Dalles, OR 97058
541-296-2740
www.wascoelectric.com

Pacific Power
825 NE Multnomah
Portland, OR 97232
866-870-3419
www.pacificpower.net

Natural Gas:

Contact: NW Natural
220 NW 2nd Ave
Portland, OR 97209
800-422-4012
www.nwnatural.com/business



Water:

Tygh Valley Water District
541-483-2118

Wamic Water & Sanitary District
80382 Wamic Market Road

Pine Grove Water District
PO Box 57
Maupin OR 97037

Barlow Water Improvement District
11 S Country Rd
Tygh Valley OR 97063
541-544-2920
bwid@centurytel.net
www.barlowwater.net

Internet: There are many internet service providers that serve Wasco County. Please visit gorgebroadband.org/connect/wasco-county-php or broadband.oregon.gov/statemap to find the one that fits your business' needs!