

Starting a Business in City of Dufur

Business Siting Guide



Presented by the
Wasco County EDC
August 2016

Navigating this Guide



Siting a Business in an Existing Building

Step 1: Planning: Allowed Uses

Step 2: Public Health: sanitation permits.

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

Step 4: Building Codes: Permits

Step 5 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

Step 4: Building Codes: Permits

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Business Resources

How to Start a Business (*pg 1*)

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

Business Support: Networking opportunities, collective marketing, and industry organizations. (*pg 7*)

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

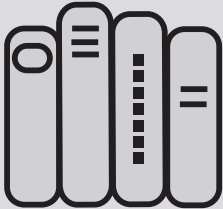
Business Resources in Wasco County: How do you start a Business?

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...

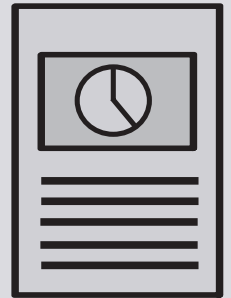
Do you have **KNOWLEDGE** pertaining to the business you plan to enter?
Do you have **EXPERIENCE** managing people and finance?



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

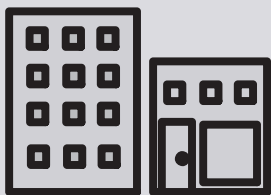
The plan for this step should be part of your business planning, and can happen at several intervals during the life of your business. Check out banks, state and local financing, potential investors, or even the community public offering models!



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.



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.



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 City of Dufur. 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 City of Dufur to determine if the use is permitted in that zone and to get a permit for any additions. For example, running a business out of your home requires a permit if there is any outside evidence of the business such as deliveries, sounds, employees or customer visits. This office is also your stop for any floodplain permits and setting up your water & sewer connections.

Contact: City of Dufur
175 NE Third Street
Dufur OR 97021
541-467-2349
www.cityofdufur.org

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 the Dufur Fire Department to determine if any fire, life or safety upgrades on the building are required.

Contact: Dufur Fire Department
175 NE Third Street
Dufur OR 97021
541-467-2349
www.cityofdufur.org



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 1: Contact the City of Dufur to determine if the use is permitted in that zone and initiate a planning permit. Building constructed for a business must be located in commercial or industrial land unless primarily used for either a residence or agricultural use and secondarily for a business. For example, running a business out of your home requires a permit if there is any outside evidence of the business such as deliveries, sounds, employees or customer visits. A site plan will be needed for building code review as well as your permit application. This office is also your stop for any floodplain permits and water & sewer connections.

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175 NE Third Street
Dufur OR 97021
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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 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



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.thedallescchamber.com; (541) 296-2231

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; ckozelisky@gmail.com

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: <http://www.oregon4biz.com/Business-financing-resources/>



Mid-Columbia Economic Development District

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: www.mcedd.org; 541-296-2266



Business Resources in Wasco County: Utilities Guide

Power: Contact the appropriate electrical service provider to set up your power access.

**Northern Wasco County
PUD**
2345 River Road
The Dalles, OR 97058

541-296-2226
www.nwasco.com

Water & Sewer: Set up water & sewer access to your property.

City of Dufur
175 NE Third Street
Dufur OR 97021
541-467-2349
www.cityofdufur.org



Waste: Set up waste service through The Dalles Disposal.

The Dalles Disposal
541-298-5149

Internet: Set up internet service for your business. Please visit gorgebroadband.org/connect/wasco-county-php or broadband.oregon.gov/statemap to find the one that fits your business' needs! The three primary internet service providers in Dufur are:

North State Telephone & Cable
541-467-2211
1 Telephone Drive
Mt. Vernon, OR
ortelco.net/nstc/

GorgeNet
(888) 508-2363
PO Box 1107
Hood River, OR 97031
gorge.net

Mosier WiNet
541-716-4548
PO Box 623
Mosier, OR 97040
mosierwinet.com