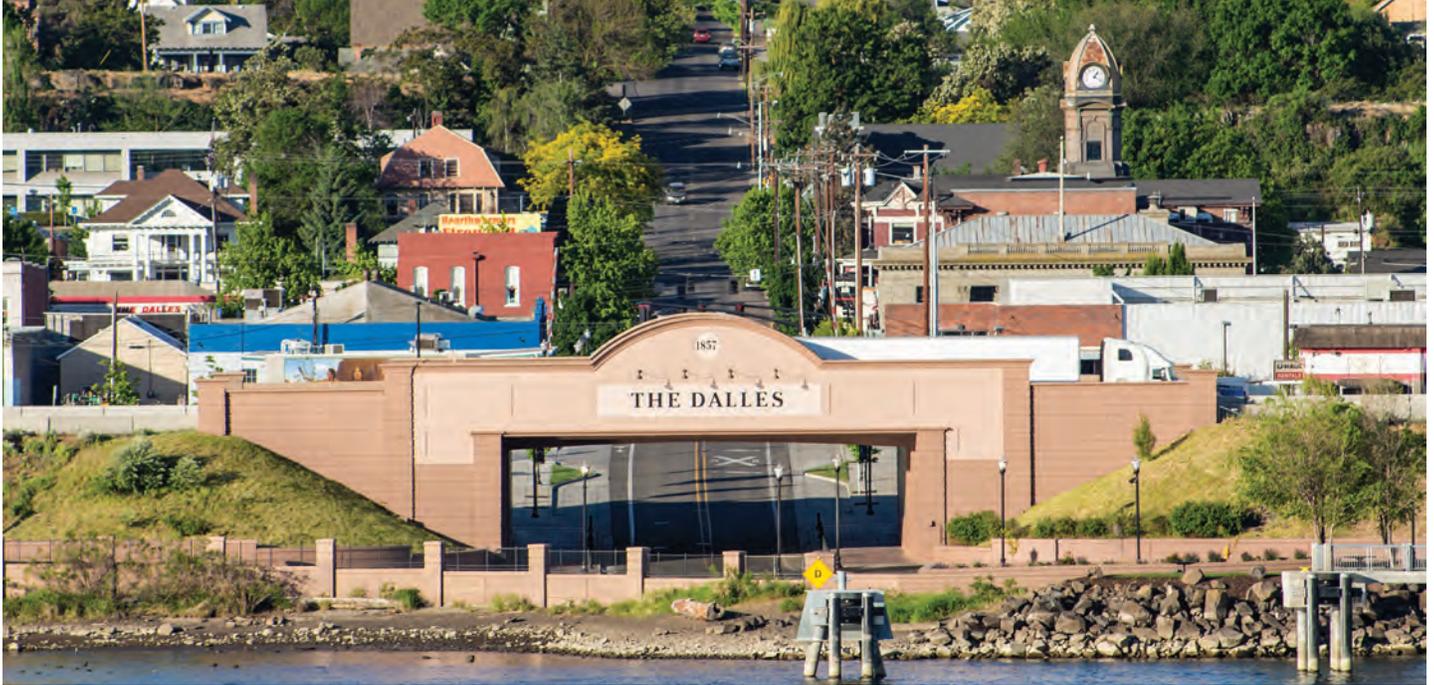


# **Starting a Business in the City of The Dalles**



**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:** Building Codes: Permits, Fire, Life, or Safety Upgrades

**Step 3** DEQ: Hazardous Materials.

**Step 4:** City of The Dalles: incentives.

*pages 2 and 3*

### Constructing a New Building for your Business

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

**Step 2** City of The Dalles: incentives.

**Step 3:** Building Codes: Permits, Fire, Life, or Safety

*pages 4 and 5*

### 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

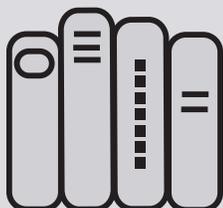
Find this guide online at: [www.mcedd.org/links/wasco.htm](http://www.mcedd.org/links/wasco.htm)

# 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...

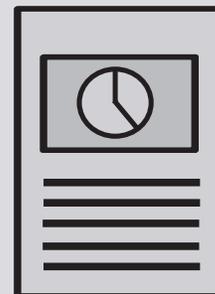


Do you have **KNOWLEDGE** pertaining to the business you plan to enter?  
Do you have **EXPERIENCE** managing people and finance?

## 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.

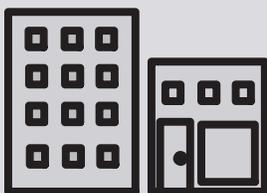
Check **LICENSING REQUIREMENTS**. While there are no local licenses required, there are potentially state licenses, permits, or certifications needed.



## 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](http://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 The Dalles. For resources on how to form a business, visit [www.cgcc.edu/sbdc/starting-business](http://www.cgcc.edu/sbdc/starting-business) or contact the Small Business Development Center at Columbia Gorge Community College at 541-506-6121.*

**Step 1:** Contact the City of The Dalles Planning Department to determine if the use is permitted in that zone and to get a permit for any additions. This office is also your stop for any floodplain, sanitation and historical building permits. (Exterior alterations to historic buildings require a permit. Ask about possible financial benefits for improving historic buildings.) They will also have information about possible Urban Renewal financing to help with improvements. All new businesses are required to fill out a Proposed Change in Use Application from this office.

**Contact:** The Dalles City Hall  
313 Court Street  
541-296-5481, ext. 1125  
[www.ci.the-dalles.or.us/community\\_dev](http://www.ci.the-dalles.or.us/community_dev)

**Step 1-A:** If you will be making building modifications or if your use is more intense than the previous use, the Planning Department will set up a Pre-Application Meeting with you to discuss the project. After receiving all of the required information, the Planning Department will set up a site team review. The Fire Marshall, Building Codes, and utilities are also invited to this meeting.

**Step 2:** Provide required information to Mid-Columbia Building Code Services if permits are required and discuss any fire, life, or safety upgrades 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.

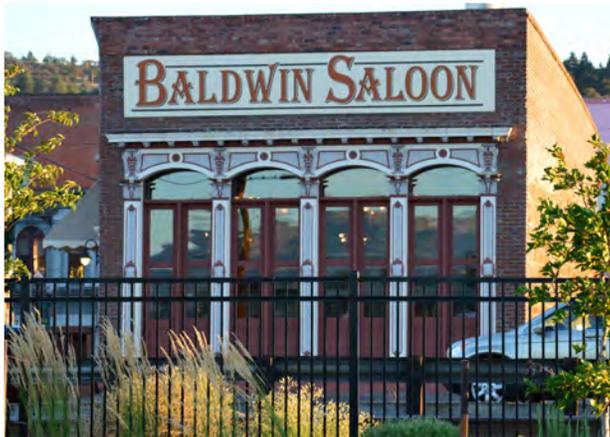
**Contact:** Mid-Columbia Building Codes Services  
1113 Kelly Avenue, The Dalles, OR  
541-298-4461 or 866-520-6206  
[www.mccog.com/building.htm](http://www.mccog.com/building.htm)



## Siting a Business in an Existing Building

**Step 3:** 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:** Oregon DEQ Office at Columbia Gorge  
CC  
400 E. Scenic Drive, The Dalles, OR  
541-298-7255



**Step 4:** Call The City of The Dalles to discuss what incentives may be available through The Dalles/Wasco County Enterprise Zone or the Urban Renewal District. Note: This must be done prior to starting to construct or alter a building in order to qualify for the incentives.

**Contact:** The Dalles City Hall  
313 Court Street  
541-296-5481, ext. 1125  
[www.ci.the-dalles.or.us/community\\_dev](http://www.ci.the-dalles.or.us/community_dev)

**For information on utilities, please visit the Utilities Guide on Pg. 9.**

*Please note that developments within the City of The Dalles are not subject to Columbia River Gorge National Scenic Area regulations.*

# Constructing a New Building for Your Business

*This handout was prepared to help you move through the various local permitting processes to site a business in the City of The Dalles. For resources on how to form a business, visit [www.cgcc.edu/sbdc/starting-business](http://www.cgcc.edu/sbdc/starting-business) or contact the Small Business Development Center at Columbia Gorge Community College at 541-506-6121.*

## **Step 1:** Contact the City of The Dalles.

Start with the Planning Department to determine if the use is permitted in that zone and to initiate a planning permit. This office is also your stop for any floodplain and sanitation permits.

**Contact:** The Dalles City Hall  
313 Court Street  
541-296-5481, ext. 1125  
[www.ci.the-dalles.or.us/community\\_dev](http://www.ci.the-dalles.or.us/community_dev)

**Step 2:** Once you have a tentative site plan, set up a Pre-Application Meeting with the Planning Department. They will also invite the Fire Marshall, Building Codes, and utilities to this meeting for a site review.

**Step 3:** Contact the Economic Development staff to discuss potential incentives available through The Dalles/Wasco County Enterprise Zone or the Urban Renewal District. Note: This must be done prior to starting to construct or alter a building in order to qualify for the incentives.

**Contact:** The Dalles City Hall  
313 Court Street  
541-296-5481, ext. 4448  
[www.ci.the-dalles.or.us/node/4065](http://www.ci.the-dalles.or.us/node/4065)



## Constructing a New Building for Your Business

**Step 4:** Provide required information to Mid-Columbia Building Code Services to initiate a building permit and discuss fire, life, and safety requirements. 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 Building Codes Services  
1113 Kelly Avenue, The Dalles, OR  
541-298-4461 or 866-520-6206  
[www.mccog.com/building.htm](http://www.mccog.com/building.htm)

**For information on utilities, please visit the Utilities Guide on Pg. 9.**

*Please note that developments within the City of The Dalles are not subject to Columbia River Gorge National Scenic Area regulations.*



## 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 Carrie at [carrie@mcedd.org](mailto:carrie@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:

- Information on how to start or grow a business
- 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](http://www.cgcc.edu/sbdc) ; 541-506-6120

The logo for Gorge Innoventure features the word "gorge" in a green, lowercase, sans-serif font. To its right, the word "Innoventure" is written in a larger, multi-colored, lowercase, sans-serif font. The letters in "Innoventure" are colored as follows: 'I' is yellow, 'n' is purple, 'n' is grey, 'o' is red, 'v' is green, 'e' is blue, 'n' is purple, 't' is red, 'u' is blue, and 'r' is brown.

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](http://www.gorgeinnoventure.com);  
[info@gorgeinnoventure.com](mailto: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 zone exempts 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](http://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 and expand businesses by developing industrial lands.

**Contact:** [www.portofthedalles.com](http://www.portofthedalles.com); 541-298-4148

## The Dalles Area Chamber of Commerce

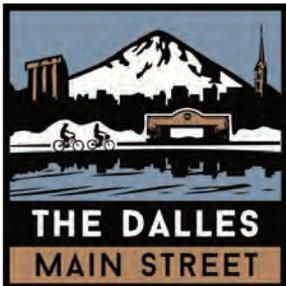
The Chamber of Commerce helps its members grow and maintain a sustainable and healthy economic environment for The Dalles area businesses and residents through taking a proactive approach to addressing business' needs.

**Contact:** [www.thedalleschamber.com](http://www.thedalleschamber.com); (541) 296-2231

## The Dalles Main Street Organization

The Dalles Main Street Organization focuses on revitalization of Historic Downtown The Dalles. The organization is a great resource for businesses considering locating in the community. The Dalles Main Street Organization also works with businesses seeking facade improvement grants in the downtown core.

**Contact:** [www.thedallesmainstreet.org](http://www.thedallesmainstreet.org) (541) 370-2966



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

- Columbia Gorge Technology Alliance: [crgta.org](http://crgta.org)
- Columbia Gorge Winegrowers Association: [www.columbiagorgewine.com](http://www.columbiagorgewine.com)
- Breweries in the Gorge: [www.breweriesinthegorge.com](http://www.breweriesinthegorge.com)
- Columbia Gorge Fruitgrowers Association: [cgfg.org](http://cgfg.org)
- Gorge Cider Society: [gorgecidersociety.com](http://gorgecidersociety.com)
- Gorge Grown Food Network: [gorgegrown.com](http://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](http://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](http://mcedd.org); 541-296-2266



## Business Resources in Wasco County: Utilities Guide

Below is a list of utilities that serve the City of The Dalles.

### Electric:

**Northern Wasco County  
PUD**  
2345 River Road  
The Dalles, OR 97058  
541-296-2226  
[www.nwasco.com](http://www.nwasco.com)



### Natural Gas:

**Contact:** NW Natural  
220 NW 2nd Ave  
Portland, OR 97209  
800-422-4012  
[www.nwnatural.com/business](http://www.nwnatural.com/business)

### Water:

City of The Dalles  
313 Court Street  
The Dalles, OR 97058  
541-296-5481  
[www.ci.the-dalles.or.us/  
watersewerbilling](http://www.ci.the-dalles.or.us/watersewerbilling)

Chenoweth PUD  
**2312 W 8th Street**  
The Dalles, OR 97058  
541-296-5363

**Internet:** There are many internet service providers that serve The Dalles. Please visit [gorgebroadband.org](http://gorgebroadband.org) or [broadband.oregon.gov/statemap](http://broadband.oregon.gov/statemap) to find the one that fits your business' needs!