

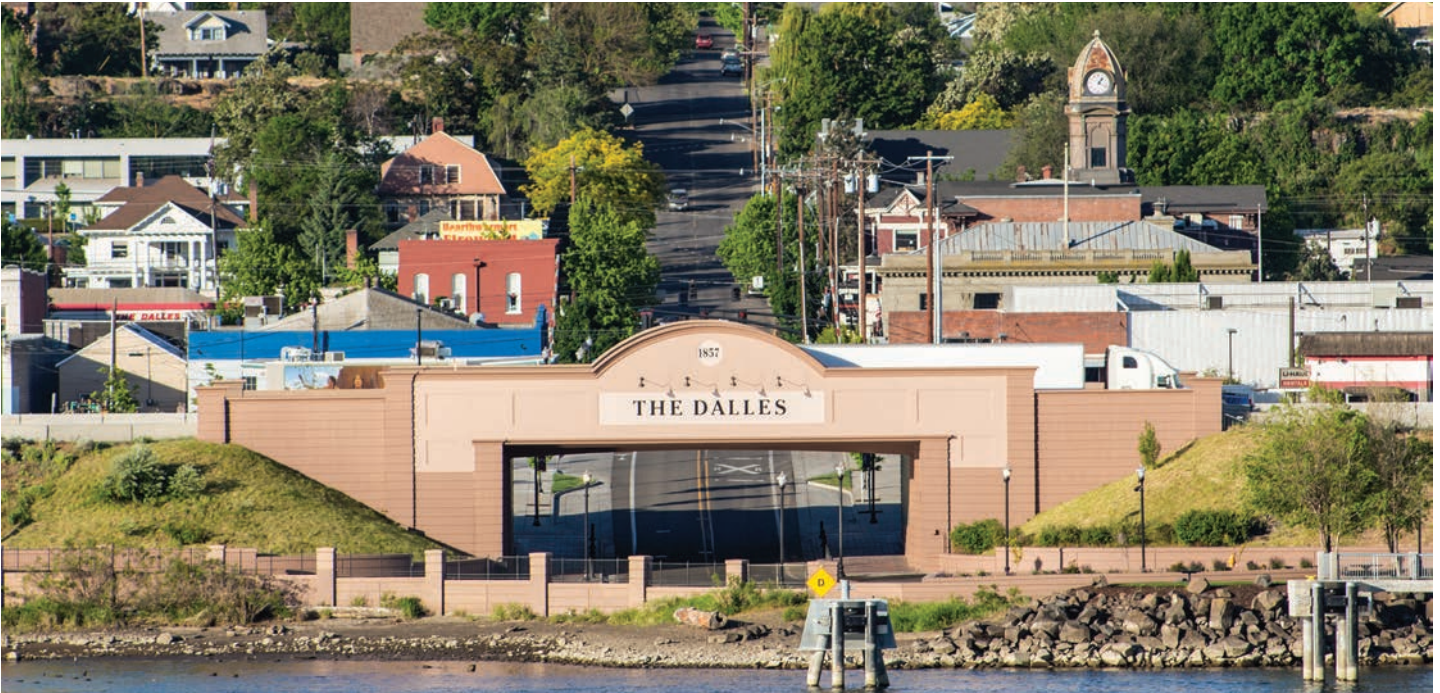
# **Starting a Business in the City of The Dalles**

## **Business Development Guide**



**Presented by the  
Wasco County Economic Development Commission  
2019**

## Navigating this Guide



This handout was prepared to help you move through the permitting processes to locate and grow your business in the City of The Dalles. Whether you are looking to locate in an existing building, or start from scratch this guide can help you through the process! Please see below for an overview of the process and other business resources available in The Dalles.

### Steps to Site a Business

**Step 1:** Planning: Allowed Uses, Change of Use Application, and Pre-Application Process

**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.

*pg 2 and 3*

### Business Resources

**How to Start a Business** Starting or growing your business, *(pg 1)*

**Business Development:** Business Counseling, Tax Incentives, Other Local Resources *(pg 4)*

**Business Support:** Networking opportunities, collective marketing, and industry organizations. *(pg 5)*

**Financing:** Accessing capital, loans, and other tools. *(pg 6)*

**Utilities Guide:** Who to contact to connect to everything from power to the internet. *(pg 7)*

### Questions? Need Assistance?

Contact the Wasco County EDC at 541-296-2266

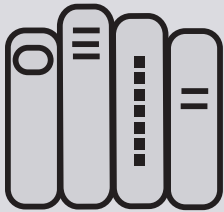
Find this guide online at: [www.mcedd.org/about/our-area/wasco-county/](http://www.mcedd.org/about/our-area/wasco-county/)

# 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...

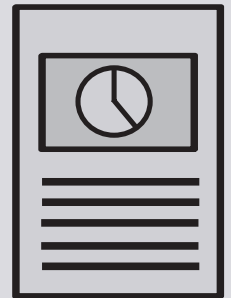


Do you have **KNOWLEDGE** pertaining to the business you plan to enter?  
Do you have **EXPERIENCE** managing people and finance?

## 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.

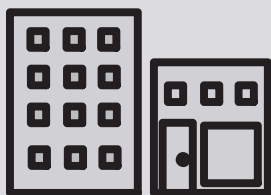
Check **LICENSING REQUIREMENTS**. While there are no local licenses required, there are potentially state licenses, permits, or certifications needed.



## 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: [bizcenter.org/centers/columbia-gorge-sbdc/](http://bizcenter.org/centers/columbia-gorge-sbdc/). **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 sections in this guide.



## Siting a Business

**Step 1: Planning Permits.** Contact the City of The Dalles Community Development Department to determine if your specific use is permitted in that zone and/or if you will be making modifications to the building. Staff will work with you to determine if you need to initiate a land use review or permit process. This office is also your stop for any floodplain, sanitation and historical building permits. Exterior alterations to historic buildings require approval prior to beginning work. **All new businesses are required to fill out a Proposed Change of Use Application from this office.**

**If using a contractor to remodel or build your space, don't forget to check the Oregon Construction Contractor's Board to ensure they are licensed and bonded. Searches can be conducted at [oregon.gov/ccb](http://oregon.gov/ccb)**

Don't forget to ask about possible financial benefits for improving historic buildings. They will also have information about possible Urban Renewal Agency financing to help with improvements.

**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: Change of Use.** All new tenants for a building are required to complete a Proposed Change of Use application and Water/Waste Water survey. If staff determines your use is more intense than the previous use, the Community Development Department will assist in determining the appropriate land use application process for your project.

After receiving all required information, a pre-application meeting will be scheduled to discuss the project and provide meeting notes. Related agencies are also invited to this meeting.



**Step 2: Building Codes.** Provide necessary information to 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: Wasco County Building Codes Services**  
2705 East 2nd Street  
The Dalles OR 97058  
541-506-2560  
Hours of Operation: 8am to noon & 1pm to 4pm Monday through Thursday, 7:30am to 11:30am Friday  
[www.co.wasco.or.us/departments/building\\_codes/index.php](http://www.co.wasco.or.us/departments/building_codes/index.php)

## Siting a Business

**Step 3: DEQ.** 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  
Community College  
400 E. Scenic Drive, The Dalles, OR  
541-298-7255

**Step 4: Enterprise Zone.** Contact the City of The Dalles to discuss what incentives may be available through the Wasco County Joint Enterprise Zone or the Urban Renewal Agency. Note: This must be done prior to starting to construct or altering 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\\_EconomicDevelopment](http://www.ci.the-dalles.or.us_EconomicDevelopment)

**For information on utilities, please visit the Utilities Guide on Pg. 7.**

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



## 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.*

### 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 OSU Extension office in The Dalles, Oregon, to bring value-added services and training to farmers.

**Contact:** [bizcenter.org/centers/columbia-gorge-sbdc/](http://bizcenter.org/centers/columbia-gorge-sbdc/)  
541-506-6120

### Tax Incentive Programs

The **Wasco County Joint Enterprise Zone** exempts certain businesses from local property taxes on new investments growing in or relocating to The Dalles or Wasco County. The Enterprise Zone is jointly managed by The City of The Dalles and the Wasco County Economic Development Commission. For development within the City of The Dalles, contact the City's Zone Manager prior to relocating or expanding to determine if your investment may qualify. Note: This must be done prior to starting to construct or altering a building in order to qualify for the incentives.

The City also sponsors a **Vertical Housing Zone** that encompasses much of Downtown The Dalles. If you are developing a mixed use facility that would incorporate upstairs housing, contact the City's Zone Manager for more information.

**Opportunity Zones** are a Federal tax incentive program developed to encourage long-term private investments in communities meeting criteria around economic disadvantage through abatement of capital gains taxes. These taxes are abated for both the initial investment as well as gains earned on the project. Two census tracts in The Dalles were designated

**Contact:** [www.ci.the-dalles.or.us/Economic\\_Development](http://www.ci.the-dalles.or.us/Economic_Development); 541-296-5481



## Business Support

### PORT OF THE DALLES

The Port of The Dalles is an Oregon special district that works to create jobs and recruit, retain and expand local businesses. The Port's main tool to enhance the local economy is development of industrial lands.

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



**THE DALLES AREA**  
**CHAMBER OF COMMERCE**  
*The Dalles...Simply Sunsational.*

The Dalles Area Chamber of Commerce is a resource for business and community information. The Chamber also works to address the need for

a trained, skilled local labor force as well as residential and commercial development to support the needs of the local business community and its employers.

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

### The Dalles Main Street Organization

The Dalles Main Street Organization focuses on revitalization of Historic Downtown The Dalles and is a great resource for businesses considering locating in the downtown.

**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
- Gorge Grown Food Network
- Columbia Gorge Fruitgrowers Association
- Columbia Gorge Winegrowers Association
- Columbia Gorge Tourism Alliance
- Breweries in the Gorge
- Gorge Cider Society

### Oregon Small Business Advocate

Oregon's Office of Small Business Assistance serves as an independent voice for small business within government. This office provides basic information and connection with resources to those starting, growing or winding down a business. They also assist entrepreneurs who believe they've been subject to unreasonable or unfair state regulatory actions.

**Contact:** <https://sos.oregon.gov/business/Pages/office-small-business-assistance.aspx> 1-844-469-5512;

## Financing



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





# 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)

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

**Internet:** There are many internet service providers that serve The Dalles area with high speed, reliable internet access. Please visit [broadband.oregon.gov](http://broadband.oregon.gov) to find the one that fits your business' needs!