

# Starting a Business in City of Dufur

## 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 Dufur. 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 Dufur.

### Steps to Site a 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

**Step 5:** DEQ: Hazardous Materials.

*Pages 2 and 3*

### Business Resources

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

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

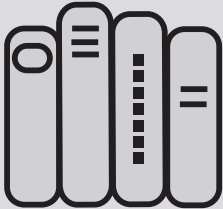
# How do you start a Business?

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...

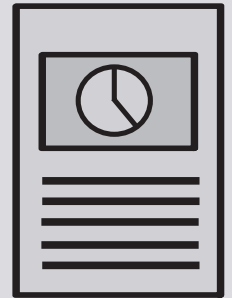
Do you have **KNOWLEDGE** pertaining to the business you plan to enter?  
Do you have **EXPERIENCE** managing people and finance?



## 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

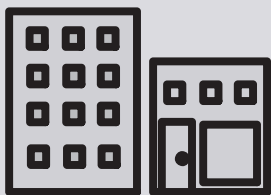
The plan for this step should be part of your business planning, and can happen at several intervals during the life of your business. Check out banks, state and local financing, potential investors, or even the community public offering models!



## 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: <https://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 resources sections in this guide.



# Siting a Business

*This handout was prepared to help you move through the various local permitting processes to site a business in the City of Dufur.*

**Step 1: Planning Permits.** 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](http://www.cityofdufur.org)

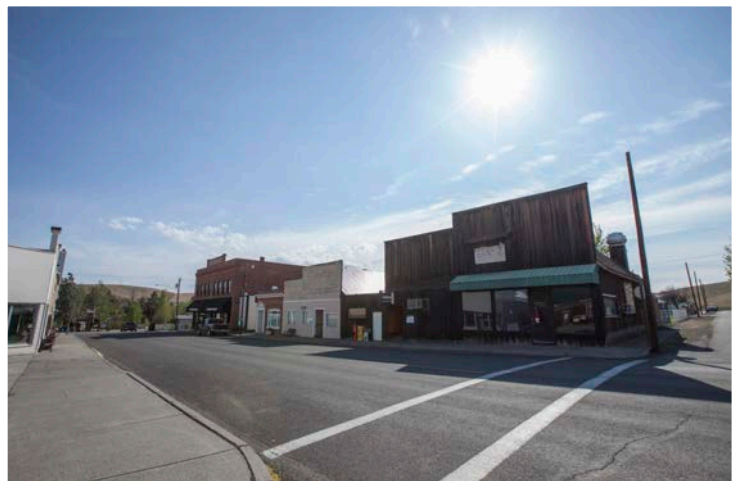
**If using a contractor to remodel or build your space, don't forget to check the Oregon Construction Contractor's Board to ensure they are licensed and bonded. Searches can be conducted at [oregon.gov/ccb](http://oregon.gov/ccb)**

**Step 2: Sanitation.** 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](http://www.wshd.org)

**Step 3: Fire, life, or safety upgrades.** 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](http://www.cityofdufur.org)



## Siting a Business

**Step 4: Building Permit.** Contact 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: Oregon Building Codes**

2705 East 2nd Street

The Dalles OR 97058

541-506-2560

Hours of Operation: 8am to noon &  
1pm to 4pm

Or try the online permitting: <https://aca-oregon.accela.com/oregon/>



**Step 5: Hazardous Materials.** 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

## 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:

- 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:** <https://bizcenter.org/centers/columbia-gorge-sbdc/>;  
541-506-6120



### The Wasco County Joint Enterprise Zone

The Enterprise Zone is a tax abatement opportunity for businesses growing or relocating in Wasco County. The enterprise zone exempts certain businesses from local property taxes on new investments. In unincorporated parts of Wasco County, the Enterprise Zone is managed by the Wasco County Economic Development Commission. To find out if development in the unincorporated areas of Wasco County is eligible for this tax abatement program, contact EDC staff. Note: This must be done prior to starting to construct or altering a building in order to qualify for the incentives.

**Contact:** [www.co.wasco.or.us/businesses/](http://www.co.wasco.or.us/businesses/); 541-296-2266



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

### Wasco County Economic Development Commission

The Wasco County Economic Development Commission acts as the economic development arm of Wasco County, focusing on job creation and increasing capacity throughout the county. The EDC supports communities in business development, provides leadership on countywide issues, and works to support businesses in Wasco County.

**Contact:** [www.co.wasco.or.us/businesses/](http://www.co.wasco.or.us/businesses/); (541)296-2266

## Business Support



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](http://www.dufur.org)



**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

### 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

## 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:** <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](http://www.mcedd.org); 541-296-2266





## 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](http://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](http://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](http://gorgebroadband.org/connect/wasco-county-php) or [broadband.oregon.gov/statemap](http://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/](http://ortelco.net/nstc/)

**GorgeNet**  
(888) 508-2363  
PO Box 1107  
Hood River, OR 97031  
[gorge.net](http://gorge.net)

**Mosier WiNet**  
541-716-4548  
PO Box 623  
Mosier, OR 97040  
[mosierwinet.com](http://mosierwinet.com)