

# **Starting a Business in the City of Hood River**

## **Business Siting Guide**



Photo by David Cobb

**Presented by the  
Hood River Economic Development Working Group  
January 2014**

# How to Site a Business in the City of Hood River

*This handout was prepared to help you move through the various local permitting processes to site a business in the City of Hood River. For additional information, you can visit their website at: [cityofhoodriver.com](http://cityofhoodriver.com)*

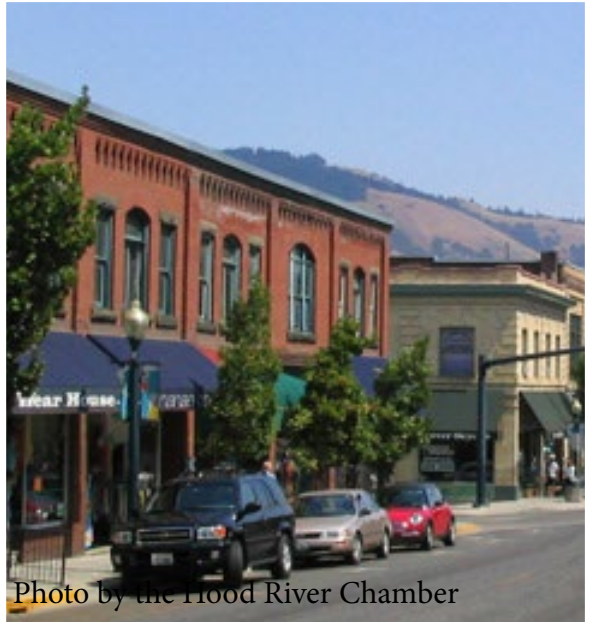


Photo by the Hood River Chamber

**Step 1:** Contact The City of Hood River Planning Department to determine if the business type is one that can be permitted or expanded at the location you desire and to determine what permitting process applies to your situation. Ensure that you understand all the fees, taxes and System Development Charges that will apply to your use and required review process.

Some businesses (even in existing buildings or homes) could require a land use review process (e.g. conditional use permits, site plan review or change-of-use review) before occupancy. This process may require a formal application, which may take several months depending on the process needed. To determine if a review process is required and approximately how much time your permitting process will take, please contact the Department.

**Contact:** Hood River City Planning Department  
211 2nd Street, Hood River, OR 97031  
(541) 387-5210  
[ci.hood-river.or.us/planning](http://ci.hood-river.or.us/planning)

**Step 2:** Contact City of Hood River's Building Department to determine if permits are required. Generally, a permit is required to construct, enlarge, alter, repair, move or change the occupancy or intensity of use of a building or structure, or to erect, install, enlarge, alter, repair, convert or replace any electrical, gas, mechanical or plumbing system. A permit is required for signs.

**Contact:** City of Hood River Building Department  
1200 18th Street,  
Hood River, Oregon 97031  
(541) 386-2383  
[ci.hood-river.or.us](http://ci.hood-river.or.us)

**Step 3:** Contact Mid Columbia Building Code Services if any electrical or plumbing work is needed as part of your development; they are responsible for issuing permits and performing inspections for all electrical and plumbing work.

**Contact:** Mid-Columbia Building Codes Service  
1113 Kelly Avenue, The Dalles, OR 97058  
541-298-4461 or 866-520-6206  
[mccog.com/building-codes/](http://mccog.com/building-codes/)

# How to Site a Business in the City of Hood River

**Step 4:** Contact the Oregon Department of Environmental Quality if you are remodeling the 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, ext. 0

**Step 5:** Call Mid-Columbia Economic Development District to discuss what incentives may be available through the Hood River-Cascade Locks Enterprise Zone. Note: This must be done prior to starting to construct or alter a building in order to qualify for the incentives.

**Contact:** MCEDD  
515 E 2nd Street, The Dalles OR  
541-296-2266

**Step 6:** Contact the appropriate electrical service provider to set up your power access.

**Contact:** Pacific Power  
888-221-7070

**Step 7:** Contact Northwest Natural if natural gas is available and desired.

**Contact:** Northwest Natural  
800-422-4012

## Additional Contacts You Might Need:

- County Health Department for projects including food service:  
1109 June Street, Hood River, OR, 97031  
541-387-6885
- Oregon Liquor Control Commission if project including serving or manufacturing alcohol  
9079 SE McLoughlin Blvd., Portland, OR 97222-7355  
800-452-6522  
[www.oregon.gov/olcc](http://www.oregon.gov/olcc)
- US Dept. of Agriculture if project includes food preparation
- City Recorder regarding registration if you are running a lodging business  
(541) 387-5212

*Note: forms can also be found on the City of Hood River webpage*

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



# Business Resources in Hood River County: Business Development

*This handout provides an overview of the business services available to you as you start, grow, or relocate your business in Hood River County. This sheet was prepared by the Hood River Economic Development Working Group. 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:

- 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



# 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](http://www.gorgeinnoventure.com);  
[info@gorgeinnoventure.com](mailto:info@gorgeinnoventure.com)



# Business Resources in Hood River County: Business Support

## Hood River-Cascade Locks Enterprise Zone

An opportunity for businesses growing or relocating to Cascade Locks or Hood River. The enterprise zones exempt certain businesses from local property taxes on new investments. The enterprise zone is managed by Mid-Columbia Economic Development District (MCEDD). Contact MCEDD prior to making relocating or expanding to determine if you may qualify.

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

## Port of Hood River

The Port of Hood River develops shovel-ready industrial sites, renovates industrial buildings, provides transportation infrastructure, assesses and responds to market conditions, provides community facilities that include waterfront parks and recreation sites, encourages workforce education and training, and sustains the business communities both within the Port District and the Columbia Gorge region.

**Contact:** [www.portofhoodriver.com](http://www.portofhoodriver.com); 541-386-1645

## Port of Cascade Locks

The primary purpose of the Port of Cascade Locks is to facilitate the economic development of the Cascade Locks Community. In the execution of the mission, the Port is committed to enhancing tourism for the Gorge Region and State of Oregon; creating employment opportunities for citizens of the Gorge Region; providing safe and effective infrastructure, and promoting economic growth for existing and new area businesses.

**Contact:** [portofcascadelocks.org](http://portofcascadelocks.org); 541-374-8619

## Hood River County Chamber of Commerce

The Chamber of Commerce provides extensive networking and referral opportunities and helps its members grow and maintain a sustainable and healthy economic environment for Hood River County businesses and residents.

**Contact:** [hoodriver.org](http://hoodriver.org) (541) 386-2000

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

- Columbia Gorge Technology Alliance  
[www.crgta.org](http://www.crgta.org)
- Columbia Gorge Winegrowers Association  
[www.columbiagorgewine.com](http://www.columbiagorgewine.com)
- Columbia Gorge Fruitgrowers Association  
[www.cgfg.org](http://www.cgfg.org)
- Gorge Grown Food Network  
[www.gorgegrown.com](http://www.gorgegrown.com)



Photo by Seth Miller

## Business Resources in Hood River 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 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:** [www.mcedd.org](http://www.mcedd.org); 541-296-2266

### Mt. Hood Economic Alliance

The Mt Hood Economic Alliance is a partnership between Clackamas, Hood River and Wasco counties that has gap financing loans for local businesses. MHEA provides secondary financing for businesses unable to secure (enough) financing through conventional banking.

**Contact:** [www.mthoodea.org](http://www.mthoodea.org); 503/970-3336

