

Starting a Business in the City of Maupin

Business Development Guide



**Presented by the
Wasco County 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 Maupin. 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 Maupin.

Steps to Site a Business

Step 1: Planning: Allowed Uses

Step 2: Fire Marshal: Fire, Life, or Safety Upgrades

Step 3: Building Codes: Permits

Step 4: DEQ: Hazardous Materials.

Step 5: Public Health: sanitation permits.

Pages 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

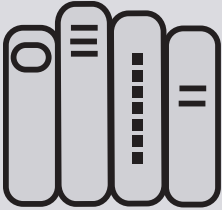
Find this guide online at: www.mcedd.org/about/our-area/wasco-county/

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...

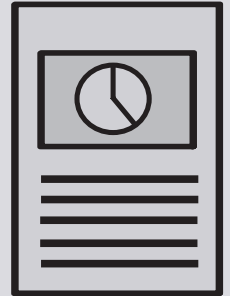


Do you have **KNOWLEDGE** pertaining to the business you plan to enter?
Do you have **EXPERIENCE** managing people and finance?

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

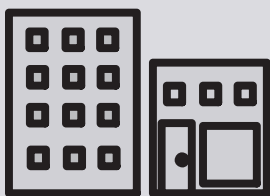
The plan for this step should be part of your business planning, and can happen at several intervals during the life of your business. Check out banks, state and local financing, potential investors, or even the community public offering models!



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.



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.

Siting a Business

This guide was prepared to help you move through the various local permitting processes to site a business in Maupin. For resources on how to form a business, <https://bizcenter.org/centers/columbia-gorge-sbdc/> or contact the Small Business Development Center at Columbia Gorge Community College at 541-506-6121.

Step 1: Planning Permits. Contact the City of Maupin to determine if the use is permitted in that zone. For a complete list of the City's ordinances, city codes, and forms contact the City of Maupin.

Link to Ordinances, city codes, forms: cityofmaupin.org/government/#ordinances&forms

Link to County GIS map for zoning: www.co.wasco.or.us/county/dept_works_gis.cfm

Contact: City of Maupin

408 Deschutes Avenue

PO Box 308

Maupin, OR 97037

Phone: 541-395-2698

Office Hours: 9am to 4pm (Monday-Friday), closed from noon to 1pm for Lunch

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

Step 2: Pre-Application Conference. If you will be making building modifications or if your use is more intense than the previous use, the City of Maupin will set up a Pre-Application Meeting with you to discuss the project. The City can also discuss any special situations, permitting, ordinances, and hearing requirements.

Step 3: 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



Photo by Marquez

Siting a Business

Step 4: Hazardous Materials. Contact 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 wood stoves, or dust problems.

Contact: Department of Environmental Quality

400 E. Scenic Drive
541-298-7255, ext. 0

Step 5: Sanitation Permit. 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, or if you are siting a restaurant or food service business.

Contact: North Central Public Health District

419 East 7th Street
The Dalles OR 97058
541-506-2603
www.ncphd.org/records-licensing/

Business Development

This handout provides an overview of the business services available to you as you start, grow, or relocate your business in the Maupin Area

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: <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/; 541-296-2266

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/; (541)296-2266



Business Support

Maupin Area Chamber of Commerce

The Maupin Area Chamber of Commerce is a voluntary association of businesses and individuals in the South Wasco County area dedicated to improving tourism and the business climate and ensuring that our area is a healthy economically viable place to visit, live, work, and raise a family. The Chamber is organized to achieve the following goals: to support the professional and business climate of the Maupin and South Wasco County area; to provide educational opportunities for the professional and business community; to represent the economic, social, and political interests of Maupin and South Wasco County to the appropriate outside tourism and government agencies; and to promote programs and events of a civic, social, and cultural nature, which will increase the livability and community for both residents and visitors.

Contact: www.maupinoregon.com; (541) 993-1708



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; 541-296-2266



Utilities Guide

Contact the appropriate service providers to set up your power, water access, internet, and phone .

Electricity: Wasco Electric Co-op

105 East 4th Street
The Dalles, OR 97058
541-296-2740
www.wascoelectric.com

*Don't forget to ask about energy efficiency incentives!

Water: City of Maupin

390 3rd Street, Maupin, OR 07037
541-395-2684

Internet and Phone:

There are several internet service providers that serve the Maupin area. Please visit broadband.oregon.gov to find the one that fits your business' needs! The following are the major providers in the Maupin area.

CenturyLink

General Sales/Service: 866-441-7512
M-F 7am to 8pm

LS Networks

www.lsnetworks.net/maupin
503-294-5300

Gorge Networks

Business Support
Hours: M-F 8am to 5pm
Toll Free at 888-508-2363 ext. 306 or
541-386-8300 ext. 306
businesssupport@gorge.net

