

Starting a Business in Cascade Locks

Business Siting Guide



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

How to Site a Business in the City of Cascade Locks

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

Step 1: Contact the City of Cascade Locks 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 process. This office is also your stop for any floodplain permits.

All new businesses are required to fill out a development permit application from this office, unless they are not changing the use of the building. Some businesses (even in existing buildings or homes) could require a full land use decision process (e.g. conditional use permits, home occupation permits, National Scenic Area or commercial land use permits). This process may require a formal application, which takes approximately six weeks to complete.

Contact: Cascade Locks City Hall
140 SW Wa Na Pa Ave, Cascade Locks, OR 97014
(541) 374-8484
<http://www.cascade-locks.or.us/>

Step 1-A: You may hold a pre-application conference with the City Administrator or waive your right to do so before your permit can be processed if the permit requires more than an administrative action.

Once the land use decision process is completed (or if that process is not required) you may need to then apply for a land use permit that is associated with a building permit. This type of process takes approximately two weeks and consists mainly of site development requirements (building height, setbacks, etc.). If no construction will take place, you likely will not need this type of permit.

Step 2: Contact Hood River County Building to determine if building 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. The County will provide you with a building permit application form and, if necessary, direct you to the appropriate service providers (sewer, water, etc.) to get their signatures on the application form. The Building Codes review process typically takes about two to three weeks to complete and can be processed simultaneously with the Planning land use review.

Contact: Hood River County Building
601 State Street
Hood River, OR 97031
Plan.dept@co.hood-river.or.us
<http://co.hood-river.or.us>



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Step 3: Contact the City of Cascade Locks for sign off on your building permit. City staff will circulate the request to Public Works and the Fire Department. The City of Cascade Locks can be reached at City Hall (see above for contact information).

Step 4: 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 Services
1113 Kelly Avenue, The Dalles, OR 97058
541-298-4461 or 866-520-6206
www.mccog.com/building.htm

Step 5: 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 6: 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



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 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 Service in The Dalles, Oregon, to bring value-added services and products to farmers.

Contact: 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;
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; 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; 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; 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 (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
- Columbia Gorge Winegrowers Association
www.columbiagrowine.com
- Columbia Gorge Fruitgrowers Association
www.cgfg.org
- Gorge Grown Food Network
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; 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; 503/970-3336

