

How to Site a New Business in Unincorporated Wasco County

This handout was prepared to help you move through the various local permitting processes to site a business in the unincorporated areas of Wasco County. For resources on how to form a business, visit www.cgcc.cc.or.us/sbdc or stop by the Small Business Development Center at Columbia Gorge Community College.

Scenario 1: I want to open a business in an existing building.

☑ Step 1: Contact the Wasco County Planning Department 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 will require a permit if clients or customers visit you there. This office is also your stop for any National Scenic Area and floodplain permits. You might consider setting up a pre-application meeting with the Planning Department to discuss your project. There is a small fee for this meeting and other agencies (such as Public Health) are invited if they would need to be involved in the project.

Contact: Wasco County Planning Department

2705 East 2nd Street

The Dalles OR 97058

541-506-2560

www.co.wasco.or.us/planning/planhome.html

☑ Step 2: 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

☑ Step 3: Contact your local fire district to determine if any fire, life or safety upgrades on the building are required. The Wasco County Planning Department can direct you to the appropriate agency to contact.

☑ Step 4: Contact Mid-Columbia 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: 312 Court St, Suite 415

The Dalles

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: Department of Environmental Quality

400 E. Scenic Drive

541-298-7255, ext. 0

Scenario 2: I want to construct a new building for my business.

☑ **Step 1:** Contact the Wasco County Planning Department to determine if the use is permitted in that zone and to initiate a planning permit. Buildings constructed for a business must be primarily used for either residential or agricultural use and secondarily for the business. The Planning Department is also your stop for any National Scenic Area and floodplain permits. You might consider setting up a pre-application meeting to discuss your project. There is a small fee for this meeting and other agencies (such as Public Health) are invited if they would need to be involved in the project.

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☑ **Step 2:** 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

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541-506-2603

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☑ **Step 3:** Contact your local fire district to determine what fire, life or safety requirements apply. The Wasco County Planning Department can direct you to the appropriate agency to contact.

☑ **Step 4:** Contact Mid-Columbia Building Code Services to initiate a building permit.

Contact: 312 Court St, Suite 415

The Dalles

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www.mccog.com/building.htm