



City of Sandy  
Business Handbook

**City of Sandy**  
**39250 Pioneer Boulevard**  
**Sandy, Oregon 97055**  
**[www.cityofsandy.com](http://www.cityofsandy.com)**

# Welcome to Sandy!



Here in Sandy, entrepreneurship has and continues to shape our community and drive our economy. Regardless of whether your business is well established or just an idea waiting to take off, we are invested in your success and committed to helping you thrive in our city. This handbook provides tools for new and existing businesses looking to start or expand in Sandy. Here you'll find a checklist to navigate the start-up process, as well as information on several local, state and national resources you can take advantage of in our business-friendly environment.

If you have questions about zoning regulations, call Kelly O'Neill at (503) 489-2163 or email him at [koneill@cityofsandy.com](mailto:koneill@cityofsandy.com).

For questions about business licenses and permits, contact Rebecca Markham at (503) 489-2160 or via email at [rrobinson@cityofsandy.com](mailto:rrobinson@cityofsandy.com)

If you do not find answers to your questions in this packet, please contact Khrys Jones with Sandy Area Chamber of Commerce at (503) 668-4006 or via email at [khrys@sandyoregonchamber.org](mailto:khrys@sandyoregonchamber.org).

You can also find this handbook and other resources online at [www.cityofsandy.com](http://www.cityofsandy.com) under "Business".

# A Message from the Mayor



Dear Sandy business owner,

On behalf of the Sandy City Council, I want to commend you on your decision to locate your company in Sandy and join our thriving business community. As the owner of a local small business myself, I understand how complicated starting and managing your own company can be, which is why we are committed to helping entrepreneurs navigate the start-up process and find the resources necessary to prosper in our city.

To mitigate the frustration of creating or relocating your company, this packet outlines a step-by-step approach to starting a business in Sandy and provides information on several state and local assistance programs that will help you launch and grow your company.

Ultimately, our goal is to help you get started and succeed in Sandy with as few surprises as possible. The City of Sandy continues to work closely with Clackamas County, the Sandy Area Chamber of Commerce and Sandy's Economic Development Department to foster a strong business climate, but we also work hard to form strong partnerships in the community. If you have questions or would like additional information on doing business in Sandy, contact Economic Development Manager David Snider at 503-489-2159 or at [dsnider@cityofsandy.com](mailto:dsnider@cityofsandy.com).

We look forward to helping your business grow,

Mayor Stan Pulliam

# Why Sandy?



Nestled in the foothills of the Cascade Mountains, Sandy is the Gateway to the Mt. Hood National Forest, providing vast recreational opportunities and exceptional quality of life. At the same time, the city offers the best of urban amenities coupled with modern infrastructure and convenient transportation access, which lower operating costs. In addition to the rural environment of the Sandy River Valley, local businesses and the city's 9,655 residents enjoy the convenience of being located only 25 miles from the Portland metropolitan area.

## City of Sandy Quick Facts

- Population: 12,612
- Median Household Income: \$ 88,775
- Median Age: 34.6
- Median Home Value: \$347,000

### Business Advantages

- Low land and construction costs
- Shovel ready industrial sites ready for move in
- Affordable commercial and office space
- Government assistance programs
- Streamlined building permit process for quick turnaround time
- 35 minutes to Portland International airport
- Convenient transportation access via Hwy 26 connecting Portland to Mt. Hood and Central Oregon
- No sales tax
- No county business tax
- Excellent public transit system connecting Sandy to Portland Metro area's MAX light rail system
- Affordable gigabit Internet service provided by the SandyNet Fiber (including multi-gig business fiber)
- Responsive and supportive local government
- Access to highly skilled workforce

### Lifestyle Advantages

- Rural lifestyle with urban amenities
- Moderate climate
- Affordable median housing prices with large lots
- Quality public schools
- Access to local colleges and universities
- Exceptional outdoor recreation opportunities including fishing, mountain biking, skiing and hiking.
- Proximity to major vacation destinations including Mt. Hood, Mt. Hood National Forest, the Sandy River, Cascade Mountains, central Oregon and the Columbia River Gorge

# New Business Checklist



## 1. Refine Your Idea

- Market Research** – Once you have an idea for a business, the next step is to make sure there is a market for it. At a minimum, you should research the existing competition and demand for your business, as well as the level of resources needed to start-up and maintain a competitive advantage in the marketplace.

For help navigating the start-up process, schedule an appointment with the Small Business Development Center at Mt. Hood Community College for help with research, marketing, financing, business plans and other important steps. You can contact the SBDC at (503) 491-7658 or via email at [OregonSBDC@mhcc.edu](mailto:OregonSBDC@mhcc.edu). For more information check out their homepage online at <https://www.mhcc.edu/sbdc/>

- Business Plan** – Many businesses fail due to lack of planning, which is why it is crucial that you create a solid business plan to guide operations. Your plan should lay out how your company will be structured, managed, operated and financed, including a pro-forma of projected revenues and expenses on a month-to-month basis.

To make sure you have an adequate business plan, contact the SBDC at (503) 491-7658 or via email at [OregonSBDC@mhcc.edu](mailto:OregonSBDC@mhcc.edu). There are also several great planning tools online at <http://clackamas.toolsforbusiness.info>.

- Identify Financing and Funding Programs** – New businesses often underestimate the level of financing needed to get started. To be safe, a new business will need start-up capital costs, a cash reserve and preferably six months of rent and a year of operating expenses available to finance the company while it becomes established. Sources of capital can come from banks, friends or your own savings, but you may also qualify for financial assistance programs.

For information on state programs, go to <https://www.oregon.gov/biz/programs/homeareas/byboregon/Pages/default.aspx> and for additional finance tools, check out Clackamas County's "Fund Your Business" page online at <https://www.oregon.gov/biz/programs/homeareas/fundbusiness/Pages/default.aspx>

# New Business Checklist



- Find Counseling** – The start-up phase is crucial to the success of a new business, but you don't have to go at it alone. Counselors with SCORE Portland offers web and face-to-face mentoring to new and emerging businesses at no cost and can connect you with the legal, accounting and other important resources you need to succeed.

To contact SCORE Portland call (503) 350-2005 or visit their homepage at <https://www.score.org/portlandor>

- Use Local Resources** – In addition to working with the BizCenter and SCORE Portland, the Sandy Area Chamber of Commerce can give you insight on the local market and provide you with important local contacts.

Email Khrys Jones, SACC Executive Director, at [khrys@sandyoregonchamber.org](mailto:khrys@sandyoregonchamber.org) or call (503) 668-4006 for more information.

## 2. Create Your Business

- Determine Business Structure** – As a business owner, you must choose to operate under a specific organizational structure. These including sole proprietorship, general or limited partnership, corporation or limited liability company. Each structure has advantages and disadvantages depending on the type of business you operate.

For information on these structures, check out <https://www.sba.gov/business-guide/launch-your-business/choosebusinessstructure/> or speak with a counselor at the Mt. Hood SBDC or SCORE Portland. Consulting an attorney and/or accountant is recommended before selecting a structure. For legal questions, contact The Small Business Legal Clinic at Lewis & Clark Law School at (503) 768-6940 or via email at [sblc@lclark.edu](mailto:sblc@lclark.edu).

- Register a Business Name with the State** – Every business needs a name. Under a sole proprietorship you may use your own legal name.

To select a business name and make sure it is available for use, conduct both a name search online at [https://egov.sos.state.or.us/br/pkg\\_web\\_name\\_srch\\_inq.login](https://egov.sos.state.or.us/br/pkg_web_name_srch_inq.login) and a trademark search at [www.uspto.gov](http://www.uspto.gov). Assuming your business name is available, you can register your business name and structure at <https://sos.oregon.gov/business/Pages/default.aspx> or in person at the Oregon Secretary of State, Corporate Division in Salem.

# New Business Checklist



- Patent Idea** – If your business relies on intellectual property or an exclusive production processes, you may want consider getting your idea patented.

Visit the U.S. patent and Trademark Office's web site at [www.uspto.gov](http://www.uspto.gov) for more information. Alternatively, you can request an Oregon Trade and Service Marks registration form by calling the Corporate Division at (503) 986-2200 or download one at <https://sos.oregon.gov/business/Pages/default.aspx>. If you have additional questions, the Small Business Legal Clinic at Lewis & Clark Law School also provides council on patents and trademarks.

- Check state and local license requirements** – Depending on the business you plan to start, you may be subject to several state and local requirements, including special licenses, building codes and regulations, insurance and health coverage minimums, various permits and inspections.

- **For Sandy license info** contact Rebecca Markham at (503) 668-0880 or via email at [rmarkham@cityofsandy.com](mailto:rmarkham@cityofsandy.com)
- **For State permit info** visit <https://apps.oregon.gov/SOS/LicenseDirectory/>.
- **For County information** visit <http://www.clackamas.us/> under business.

## 3. Locate Your Business

- Zoning, Building and Safety Regulations** –Before signing a lease, you must ensure the property you choose for your business is properly zoned and meets the building and safety requirements necessary for your business.

Kelly O'Neill, Sandy's Planning Director, can help you determine how Sandy's zoning code affects your business. To contact Kelly, call (503) 489-2163 or send an email to [koneill@cityofsandy.com](mailto:koneill@cityofsandy.com).

- Request County Inspection (If Necessary)** – If your business involves child care, serving food or managing a pool or spa, you will need one or more inspections from Clackamas County before opening your business.

For information on what inspections you will need to get started, contact the Clackamas County Community Health Division at (503) 742-5369 or visit <https://www.clackamas.us/publichealth#healthinspections> for more information.

# New Business Checklist



- Arrange for Necessary Utility Services** – Once you pass inspection and have attained the necessary permits, you will want to check with local utilities companies to ensure prompt delivery of service, including gas, electricity, garbage, recycle, telephone and Internet, and obtain the cost of service, deposit amounts, and written price and supply agreements.

Contact information for utilities serving Sandy is on the city web site at <https://www.ci.sandy.or.us/finance/page/utility-billing>.

## 4. Certify Your Business

- Apply for Federal Tax ID Number** – Every business, with the exception of most sole proprietorships, must apply for a federal tax identification number (EIN), and many banks require one before opening a business account.

To obtain an EIN, you must complete a SS-4 Form. For forms, call (800) 829-3676 or download the one at [www.irs.gov/pub/irs-pdf/fss4.pdf](http://www.irs.gov/pub/irs-pdf/fss4.pdf). You can also pick up the form at your local IRS or Social Security Administration office.

- Submit Income Tax and Personal Property Tax Information** – As a business operating in Sandy, you will be responsible for submitting income and personal property tax information each year. Taxes vary depending on the structure of your company.

For information on taxes and fees relevant to your business contact David Snider with the City of Sandy at (503) 489-2159 or [dsnider@cityofsandy.com](mailto:dsnider@cityofsandy.com)

- Check Other Potential Tax Requirements and Fees** – Various other state and federal taxes may apply to your business.

For federal tax information go to [www.irs.gov](http://www.irs.gov) or call toll free at (800)-829-1040. For state tax information on various other taxes, call (800) 356-4222 or go to the Oregon Department of Revenue website at the following location: <https://www.oregon.gov/dor/programs/businesses/pages/default.aspx>



# New Business Checklist



## 5. Certify Your Business

- File Federal & State Employee Tax Information** – A business with 1 or more persons must withhold federal and state income taxes from the wages paid to employees. Additionally, the business is responsible for paying into the Social Security and Medicare systems, as well as withholding a matching amount from employees' wages.

For more information visit <https://www.irs.gov/businesses/small-businesses-self-employed> for federal tax questions or <https://www.oregon.gov/DOR/Pages/index.aspx> for inquires on state taxes.

- Other Employer Requirements** – During the hiring process, businesses should be aware of current labor laws.

To make sure you are complying with the latest requirement call the U.S. Department of Labor at (503) 731-4070 or visit <https://www.dol.gov/general/aboutdol/majorlaws>.

## 6. Grow Your Business

- Network** – Contact the Sandy Area Chamber of Commerce for valuable networking opportunities and information on local events.

Visit [www.sandyoregonchamber.org](http://www.sandyoregonchamber.org) or call (503) 668-4006 for more information

- Take Advantage of City Services** – The city offers a number of services including high speed Internet, video surveillance, off-site backup and free advertising distribution.

Contact David Snider, Sandy's Economic Development Manager, at [dsnider@cityofsandy.com](mailto:dsnider@cityofsandy.com) for more information.

- Signage** – Adding a sign to your property can help get your business get noticed.

For information on temporary and permanent signs, contact Noryne Robinson at (503) 668-0880 or via email at [rmarkham@cityofsandy.com](mailto:rmarkham@cityofsandy.com). Additional information and temporary sign permits are also available online at <https://www.ci.sandy.or.us/building/page/sign-regulations-commercial-and-industrial>.

- Stay connected** – Please refer to the “Business” section of [www.cityofsandy.com](http://www.cityofsandy.com) for additional information. This section includes links to Sandy's business e-mail list (to receive periodic updates on city activities and initiatives that impact the business community) and vendor list.

# Business Resources & Programs



**Sandy Enterprise Zone** -Offers three and five-year tax abatement incentives to companies that want to expand their businesses, add new equipment or build a new facilities in the Sandy city limits. Eligible firms include hotels, motels, destination resorts, manufacturing, assembly, fabrication, processing, distribution, maintenance, warehousing, or other industrial firms that meet program criteria. See a comprehensive overview of the program at <https://dochub.clackamas.us/documents/drupal/d0f8b6b5-24e5-41da-b203-3fb0f2211567>

Contact Economic Development Manager David Snider at (503) 489-2159 or [dsnider@cityofsandy.com](mailto:dsnider@cityofsandy.com) for additional information.

**Clackamas County Economic Development** – Provides business resources and business assistance through a strategic investment zone, rural renewable energy development program and several other funding opportunities.

Contact Cindy Moore at (503) 742-4328 or [jamiejoh@co.clackamas.or.us](mailto:jamiejoh@co.clackamas.or.us) for more info. <http://www.clackamas.us/business/>.

**Realtors** – Using a local realtor that understands the Sandy market can help you save time and assist you in your location decision.

Listings can be found on the Sandy Area Chamber of Commerce website at <http://www.sandyoregonchamber.org/member-directory/category/real-estate/>

**Main Street** – The Sandy Main Street program provides assistance, training, technical services and resources to help businesses and residents preserve and revitalize the downtown commercial district through organization, promotion, design and economic restructuring.

Contact David Snider at (503) 489-2159 or [dsnider@cityofsandy.com](mailto:dsnider@cityofsandy.com) to take advantage of this local program

**SandyNet** – Owned and operated by the people of Sandy, SandyNet offers high speed fiber Internet, VOIP, Wi-Fi, surveillance and off-site back up services.

Contact SandyNet Director Greg Brewster at (503) 489-0937 or [gbrewster@cityofsandy.com](mailto:gbrewster@cityofsandy.com) to order services or request additional information.

# Business Resources & Programs



**Façade Improvement Grant Program** – Provides matching funds to Sandy businesses located in the central business district to make exterior improvements to their property in accordance with local design code.

For more information contact Sandy Economic Development at (503) 489-2159.

**Small Business Legal Clinic at Lewis & Clark Law School** - Provides business legal advice to new and emerging businesses.

Call (503) 768-6940 for information.

**Mercy Corps Northwest** - Assists low-income individuals, including minorities, women, refugees, and immigrants in the Portland-Vancouver metro region, to increase their economic self-sufficiency through microenterprise development and self-employment.

Visit <https://nw.mercycorps.org/> or call (503) 896-5070 for information

**SCORE, Portland Chapter** - SCORE is a resource partner with the U.S. Small Business Administration (SBA) and provides support to business owners by offering 24/7 online mentoring advice, in-person meetings, low-cost workshops, "how-to" articles, business templates, online workshops and online training.

Visit <https://www.score.org/portlandor> or call (503) 350-2005

**Oregon Prospector** - Oregon's official website for site selection consultants and businesses interested in relocating or expanding a business in Oregon.

Visit <http://www.oregonprospector.com/ed.asp> for information

**Business Oregon (State of Oregon: Economic Development)** - Works to create, retain, expand and attract businesses that provide sustainable, living-wage jobs for Oregonians through public-private partnerships, leveraged funding and support of economic opportunities for Oregon companies and entrepreneurs.

Visit <http://www.oregon4biz.com/> or call either (866)-467-3466 or (503) 986-0123 for information on financial assistance programs.

# Business Resources & Programs



**Small Business Development Centers (BizCenter)** - Offer direct training and counseling to small businesses in 19 locations around the state.

Mt. Hood Community College SBDC  
contact: Gerri Raisenen  
18633 Stark Street Suite 302  
Portland, OR 97233  
(503) 491-7658

Clackamas Community College Office  
contact: Rob Campbell  
7736 SE Harmony Road Suite 160  
Milwaukie, OR 97222  
(503) 594-0738

## General Contact Information

**Permits / Business Licenses / Signs**  
Planning Assistant or Permit Technician  
City of Sandy  
(503) 489-2160  
[rmarkham@cityofsandy.com](mailto:rmarkham@cityofsandy.com)

**Planning / Zoning**  
Kelly O'Neill  
Development Services Director  
City of Sandy  
(503) 489-2163  
[koneill@cityofsandy.com](mailto:koneill@cityofsandy.com)

**SandyNet**  
Greg Brewster  
IT Director  
City of Sandy  
(503) 489-0937  
[gbrewster@cityofsandy.com](mailto:gbrewster@cityofsandy.com)

**Sandy Area Chamber of Commerce**  
Khrys Jones  
(503) 668-4006  
[khrys@sandyoregonchamber.org](mailto:khrys@sandyoregonchamber.org)

**Clackamas County  
Economic Development Department**  
Cindy Moore  
(503) 742-4328  
[cmoore@clackamas.us](mailto:cmoore@clackamas.us)

# Forms & Applications



Before you sign a lease, contact Permit Technician Rebecca Markham at (503) 668-0880 to make sure you are prepared to navigate the licensing and permitting process.

[Business License Application](#)

[How To Obtain A Sign Permit](#)

[Sign Permit Application](#)

[Conditional Use Permit Information](#)

[Transit Tax Information](#)