

City of Sandy New Business Checklist



REFINE YOUR IDEA

- Market Research:** Research the existing competition and demand for your business
- Draft a Business Plan:** Lay out how your company will be structured, managed, operated and financed
- Identify Financing:** Make sure you have at least 6 months of rent before opening your business and visit <http://clackamas.toolsforbusiness.info/oregon/1b/funding/> for financial planning tools
- Explore Funding Programs:** For information on state programs go to <http://www.oregon4biz.com/Business-financing-resources/Oregon-Finance-Programs/>
- Set Up an Appointment with the BizCenter:** For help starting your business call (503) 491-7658 for the BizCenter at Mt. Hood Community College
- Find Resources:** Find great planning tools online at <http://clackamas.toolsforbusiness.info>
- Get Advice:** SCORE Portland offers free web and face-to-face mentoring and can connect you with important resources. Call (503) 326-3441 or visit www.portlandor.score.org

CREATE YOUR BUSINESS

- Choose a Business Structure:** For information on structures check out www.sba.gov/starting_business/legal/forms.html
- Register a Business with the State:** Register online at www.filinginoregon.com/cbr or in person at the Oregon Secretary of State, Corporate Division in Salem
- Patent Idea:** If your business relies on intellectual property, visit the U.S. patent and Trademark Office's web site at www.uspto.gov/web/offices/tac/docbasic
- Apply for a Business License:** For help navigating the business licensing process, contact Noryne Robinson at the City of Sandy at (503) 668-0880 or via email at nrobinson@cityofsandy.com.
- Check State License Requirements:** For State licensing info visit <http://licenseinfo.oregon.gov/>

LOCATE YOUR BUSINESS

- Zoning Code:** For questions on how local zoning laws can affect your business contact Planning Director Tracy Brown at (503) 668-4886 or tbrown@cityofsandy.com
- Building and Safety Regulations:** Noryne Robinson at the city can help you determine what inspections, permits and other requirement you will need to fulfill before you sign a lease
- Food & Beverage Permits:** If you plan on selling food or drinks, you will need to apply for special permits and inspections. Contact Clackamas County Community Health or visit <http://www.clackamas.us/> for more information
- Utility Services:** Check with local utilities to ensure prompt delivery of service
- Get Online:** Contact SandyNet for high speed Internet and VOIP services at (503) 489-0933

CERTIFY YOUR BUSINESS

- Apply for Federal Tax ID Number:** To obtain an EIN, you must complete a SS-4 Form. For forms, call (800) 829-3676 or download one at www.irs.gov/pub/irs-pdf/fss4.pdf
- Submit Income Tax and Personal Property Tax Information:** For information on local taxes and fees contact Seth Atkinson with the City of Sandy at (503) 489-0921 or satkinson@cityofsandy.com.
- Check Other Tax Requirements and Fees:** For federal tax information call toll free at (800) 829-1040. For state information go to www.oregon.gov/DOR/BUS/othertaxes.shtml or call (800) 356-4222. For Clackamas County taxes visit <http://www.clackamas.us/at/> or call (503) 655-8671

STAFF YOUR BUSINESS

- File Federal & State Employee Tax Information:** Visit www.irs.gov/businesses/small/index.html for federal tax questions or www.oregon.gov/DOR/ for inquires on state taxes
- Other Employer Requirements:** To make sure you are complying with the latest requirement call the U.S. Department of Labor at (503) 731-4070 or visit www.dol.gov/dol/topic/hiring

GROW YOUR BUSINESS

- Contact the Sandy Area Chamber of Commerce:** The chamber offers valuable networking opportunities and information on local events. Visit www.sandyoregonchamber.org
- Take Advantage of City Services:** The City offers a number of services including high speed Internet, surveillance, off-site backup and free advertising distribution among other programs

Complete Before Signing a Lease

Business Contacts & Resources

Permits / General Info

Noryne Robinson
Permit Technician
City of Sandy
(503) 668-0880
nrobinson@cityofsandy.com

Planning / Zoning

Tracy Brown
Planning Director
City of Sandy
(503) 668-4886
tbrown@cityofsandy.com

SandyNet

Joe Knapp
City of Sandy
(503) 489-0933

OTHER PROGRAMS & CONTACTS

Sandy Area Chamber of Commerce
<http://www.sandyoregonchamber.org/>

Sandy Main Street Program

Jason McNeil
Main Street Program Manager
(503) 489-2173
jmcneil@cityofsandy.com

Clackamas County Economic Development Department

Jamie Johnk
(503) 742-4413
jamiejoh@co.clackamas.or.us
<http://www.clackamas.us/business/>

Sandy Enterprise Zone

Contact City Manager Scott Lazenby
(503) 668-5533
slazenby@cityofsandy.com

Façade Improvement Grant Program
(503) 668-4886.

Small Business Legal Clinic at Lewis & Clark Law School
(503) 768-6940

Mercy Corps Northwest
(503) 896-5070
<http://www.mercycorpsnw.org/>

SCORE, Portland Chapter
(503) 326-5211
<http://www.scorepdx.org/>.

Oregon Prospector
<http://www.oregonprospector.com/ed.asp>

**Business Oregon (State of Oregon:
Economic Development)**
Call (866) 467-3466
<http://www.oregon4biz.com/>

Small Business Development Centers
Mt. Hood Community College Office
323 NE Roberts Avenue
Gresham, OR 97030
(503) 491-7658

Clackamas Community College
Office
7736 SE Harmony Road
Milwaukie, OR 97222
(503) 594-0738

**Clackamas County Community
Health Division**
2051 Kaen Road
Oregon City, OR 97045
(503) 742-5369