

How to Site a New Business in The Dalles

This handout was prepared to help you move through the various local permitting processes to site a business in the City of The Dalles. 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 City of The Dalles Community Development Department to determine if the use is permitted in that zone and to get a permit for any additions. This office is also your stop for any floodplain, sanitation and historical building permits. (Exterior alterations to historic buildings require a permit. Ask about possible financial benefits for improving historic buildings.) They will also have information about possible Urban Renewal financing to help with improvements. All new businesses are required to fill out a Proposed Change in Use Application from this office.

Contact: The Dalles City Hall
313 Court Street
541-296-5481, ext. 1125
www.ci.the-dalles.or.us/community_dev

Step 1-A: If you will be making building modifications or if your use is more intense than the previous use, the Community Development Department will set up a Pre-Application Meeting with you to discuss the project. The Fire Marshall, Building Codes, and utilities are also invited to this meeting.

Step 2: Contact the local Fire Marshal to determine if any fire, life or safety upgrades on the building are required.

Contact: Mid-Columbia Fire and Rescue
1400 West 8th Street
541-298-9445

Step 3: 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 4: Contact the Oregon Department of Environmental Quality if you are remodeling the 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 City of The Dalles Community Development Department to determine if the use is permitted in that zone and to initiate a planning permit. This office is also your stop for any floodplain and sanitation permits and information about Urban Renewal financing.

Contact: The Dalles City Hall

313 Court Street

541-296-5481, ext. 1125

www.ci.the-dalles.or.us/community_dev

☑ **Step 2:** Once you have a tentative site plan, set up a Pre-Application Meeting with the Community Development Department. They will also invite the Fire Marshall, Building Codes, and utilities to this meeting.

☑ **Step 3:** Contact the local Fire Marshal to determine fire, life and safety requirements.

Contact: Mid-Columbia Fire and Rescue

1400 West 8th Street

541-298-9445

☑ **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

Please note that developments within the City of The Dalles are not subject to Columbia River Gorge National Scenic Area regulations.