

**Business
Beaverton**

**Your Business
Resource Team.**

**Business
Start-Up
and Expansion
Handbook**

**Mayor's Office: Economic Development Division
City of Beaverton**

January 2014



**Mayor's Office, Economic Development Division,
City of Beaverton**

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www.BeavertonOregon.gov/econdev

aflores@BeavertonOregon.gov



Beaverton Area Chamber of Commerce

12600 Crescent St #160

Beaverton, OR 97005

503.644.0123 Phone

503.526.0349 Fax

www.beaverton.org

info@beaverton.org



Oregon Technology Business Center

3800 SW Cedar Hills Blvd #260

Beaverton, OR 97005

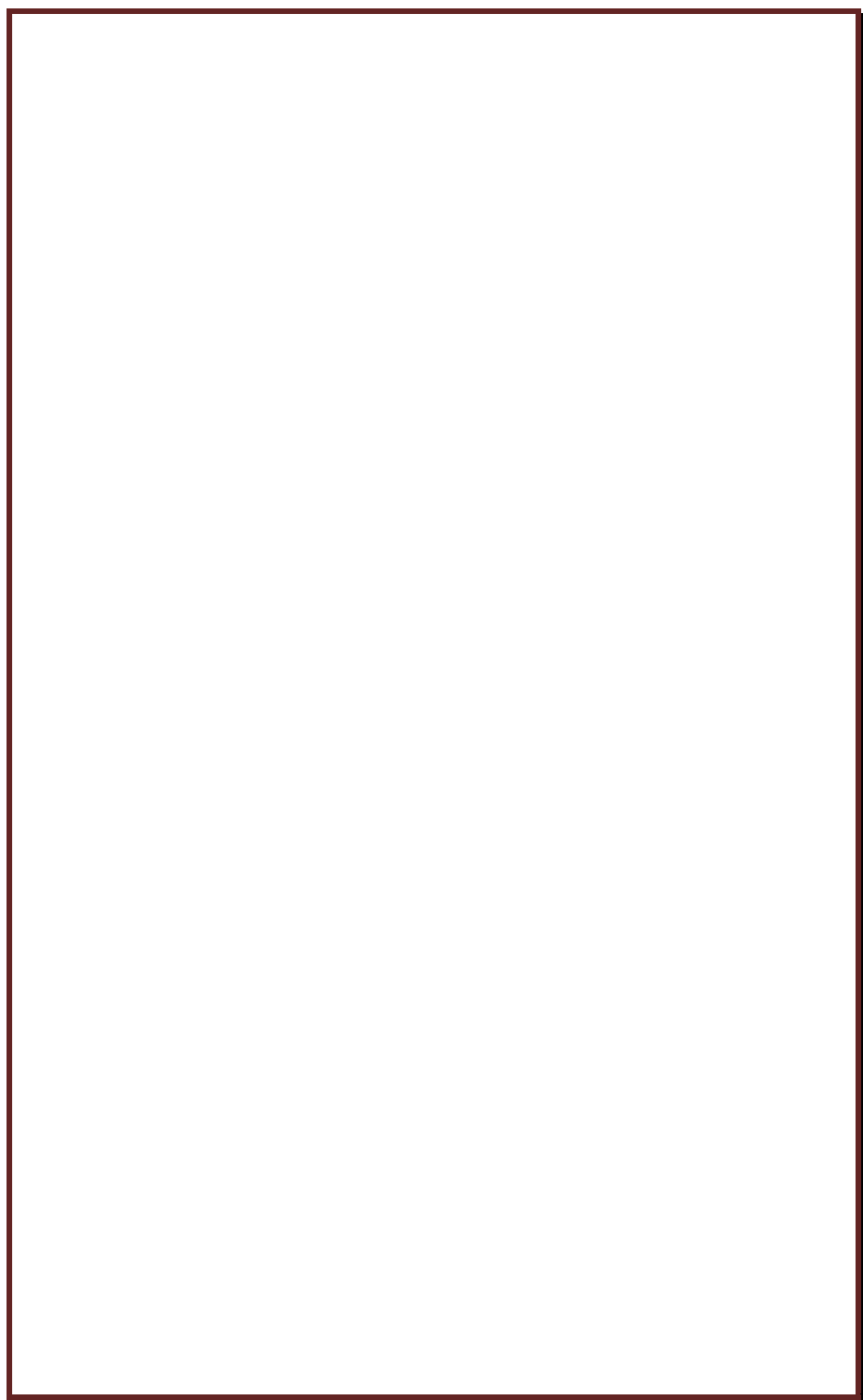
971-223-4660 Phone

971-223-4659 Fax

www.otbc.org

You can find this handbook in a PDF format at:

www.beavertonoregon.gov/econdev



DISCLAIMER

This Business Start-Up and Expansion Handbook provides important information on how to start a new business or expand an existing business. This handbook, however, does not claim to have all of the information specific to your business needs. It is recommended that you consult a lawyer, accountant, and/or obtain professional advice for specific business needs. *The City of Beaverton is not liable for any loss or damage caused by the use of the information included in this handbook.*

Mayor's Office: Economic Development Division

City of Beaverton

PO Box 4755

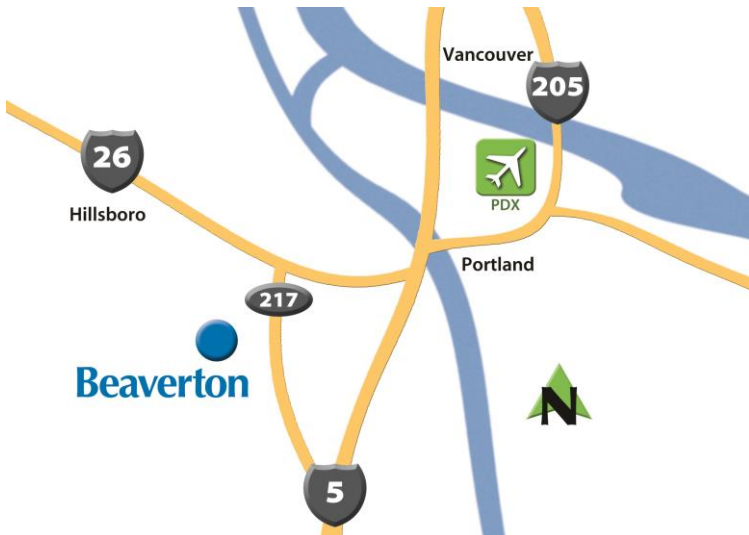
12725 SW Millikan Way

Beaverton, OR 97005

Phone: (503) 526-2456

Fax: (503) 526-3720

Email: ecdev@beavertonoregon.gov





Dear Prospective Business Owner:

Thank you for your interest in starting a business in Beaverton. This is an exciting time to be doing business in Beaverton. The City has a dynamic business environment that includes a healthy mix of industrial, office, institutional, and retail businesses. I am committed to keeping our business environment viable and welcome you to our City's business community.

This Business Start-up and Expansion Handbook is a major component of the City's business start-up information packet and contains references to important City services and other key contacts that are essential to starting a new business. I hope you find this information helpful.

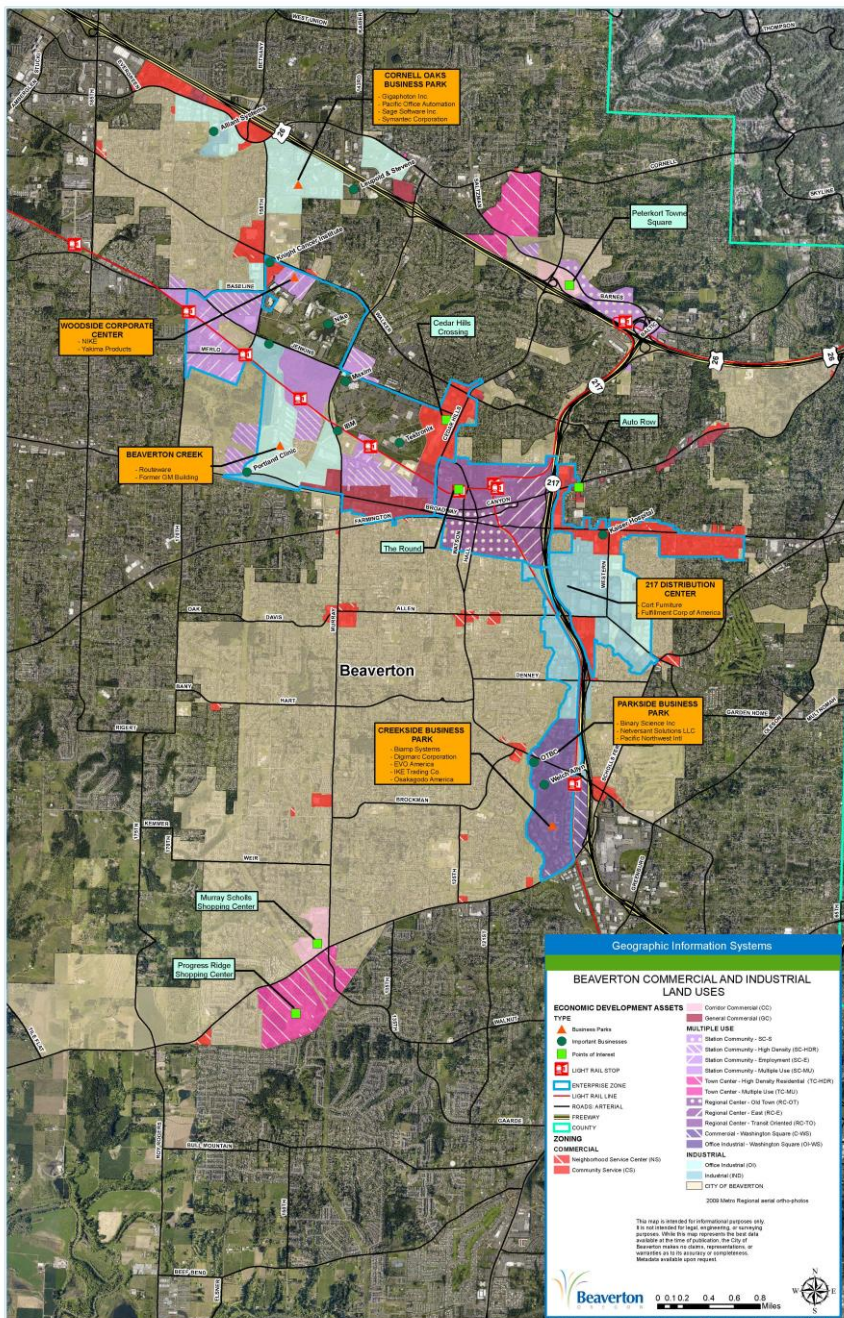
If you have any questions or need more information, please contact the City's Economic Development Division at 503-526-2456.

Best wishes for a successful business venture!

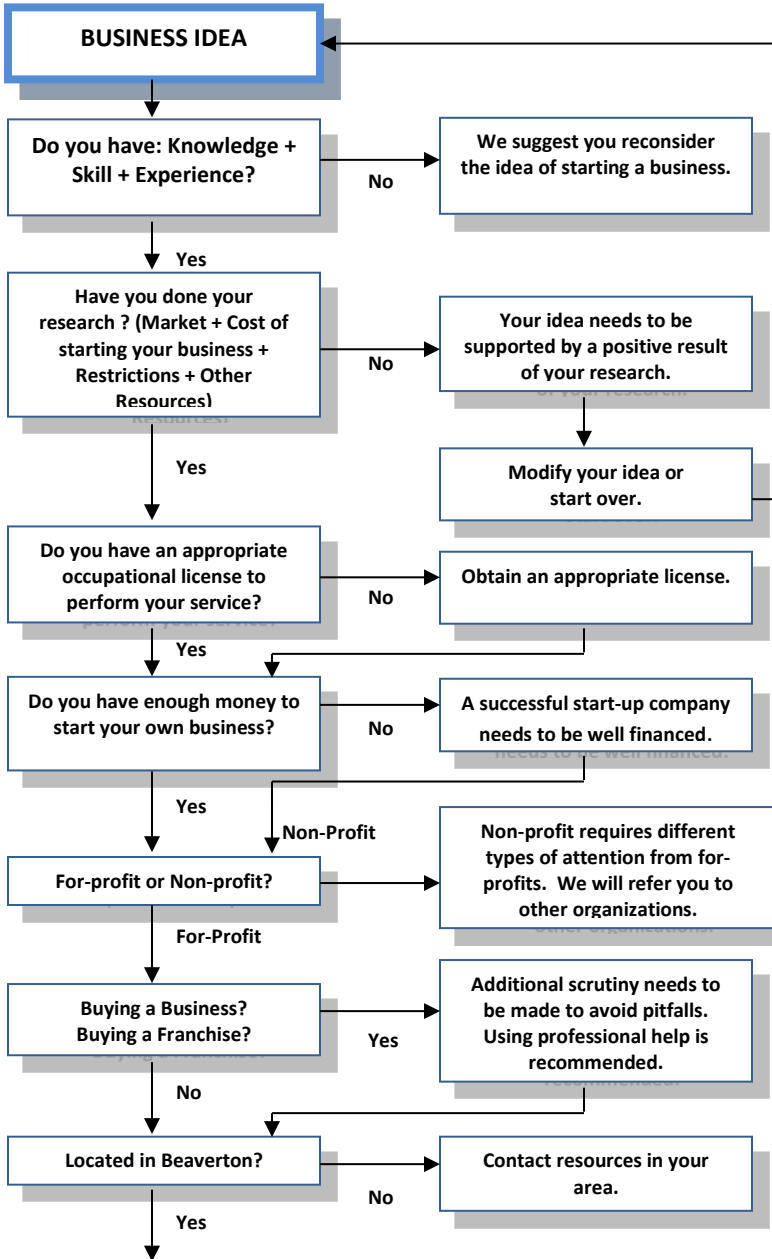
Sincerely,

A handwritten signature in blue ink, which appears to read "Denny Doyle". The signature is stylized and cursive.

Denny Doyle
Mayor



BUSINESS START-UP CHECKLIST



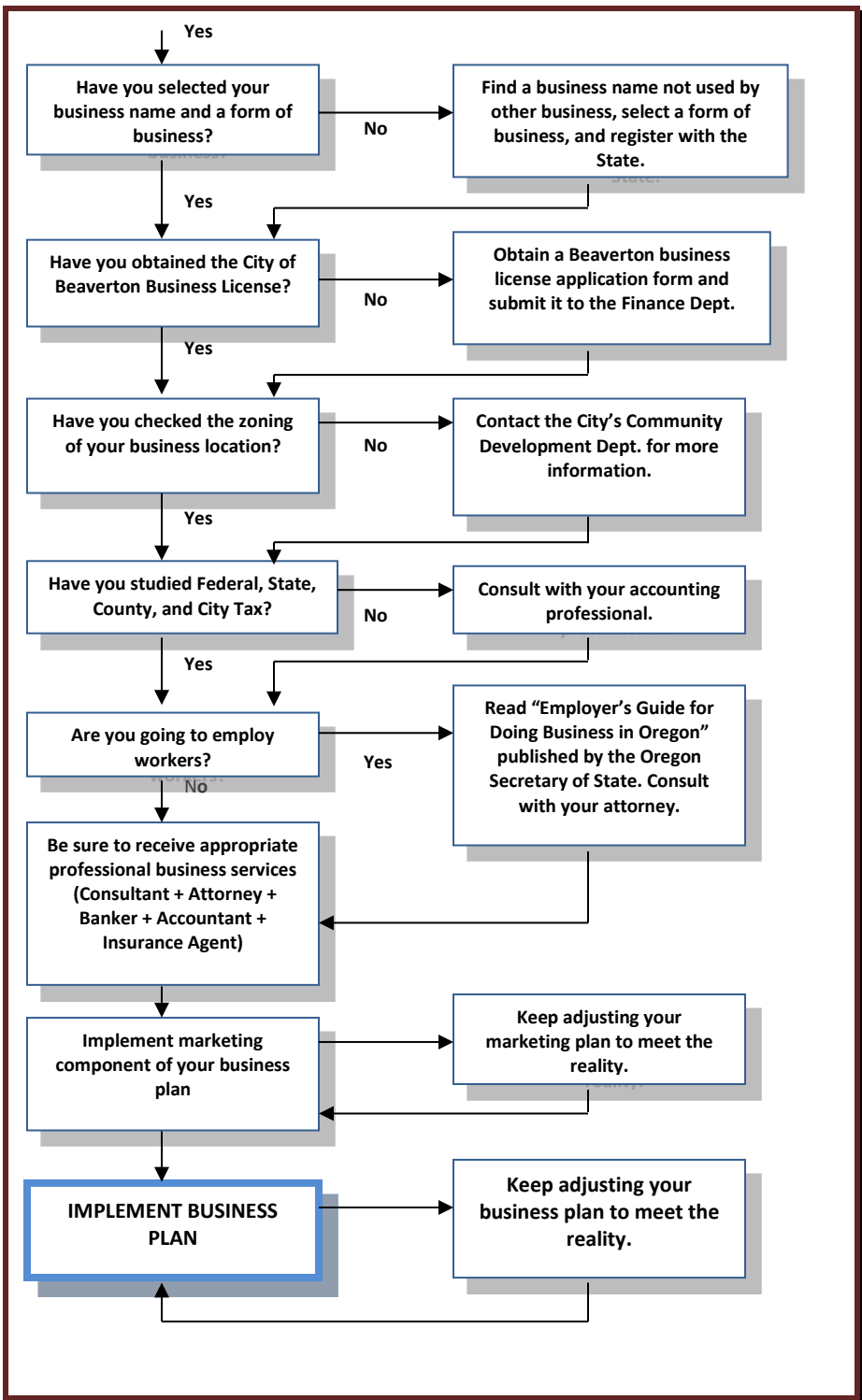


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INTRODUCTION

Beaverton offers something for everyone. The Beaverton area boasts a community filled with innovation and creativity making it a leader in connecting people, business and technology. The City has just over 91,000 people with an educated workforce ready to meet the challenges of the next generation. Beaverton is conveniently located 10 minutes from Portland with access to three major highways. Beaverton is certainly an ideal place to do business!

Downtown revitalization is a top priority for the City Council as is a new Economic Development Strategic Plan. The City of Beaverton's Economic Development Division is responsible for implementation of the City's Economic Development Strategy which includes the retention and expansion needs of existing Beaverton businesses, the establishment of the Beaverton Main Street™ program, business recruitment activities, regional economic coordination, workforce development information, and the creation of small business/entrepreneurial opportunities. The City aims to grow its economic base through the creation of family wage jobs and the expansion, retention and attraction of businesses.

The City's economic development efforts provides support to other organizations, as well, including the Beaverton Area Chamber of Commerce and the Oregon Technology Business Center, Oregon Entrepreneurs Network, Community Vision Committee, Regional Partners, to name a few.

We want you to do business in Beaverton and we will do everything we can do to support you. Thank you for thinking of Beaverton as your choice for locating your business.

Doing business in Beaverton is truly a smart choice!

SUGGESTED CHECKLIST FOR NEW AND EXPANDING BUSINESS

Before you start a new business

- ☐ Determine what business is right for you.
- ☐ Do your homework (market research, etc.)
- ☐ Develop a business plan
- ☐ Seek professional advice
- ☐ Identify financing

Creating your business

- ☐ Select your business structure
- ☐ Create and register a business name
- ☐ Protect your idea (patents/copyrights)
- ☐ Check State and local license requirements

Locating and setting up your business

- ☐ Check zoning, building, and safety requirements
- ☐ Make necessary utility and other service arrangements

Tax requirements

- ☐ Obtain a federal tax ID number
- ☐ Prepare income tax and personal property tax information
- ☐ Check other potential tax requirements

Businesses with employees

- ☐ File required federal forms
- ☐ File required state forms
- ☐ Check other potential tax requirements

Other regulatory requirements

- ☐ Check other regulations that may apply
- ☐ Other employer requirements

The following information is intended to guide potential new business owners or citizens to the proper City of Beaverton departments or other local agencies for services related to starting a new business. When you have questions, please contact the division or department listed

If you have any other business questions or need further information, please call the **City of Beaverton Business Resource Team** at (503) 526-2456.

1. THE PLANNING IS EVERYTHING!

Business Plan Readiness

It is critical to have a detailed business plan written down. The process of writing a business plan forces you to think through your business idea with objective and realistic eyes. When asking for any assistance, including financial and legal, they typically ask if you have a business plan. Banks will decide if they will lend any money to you only after assessing your business plan.

Please compare your business plan to the following on-line examples that are provided by the Small Business Administration (SBA) and other public organizations.

Oregon Business Guide - How to Start a Business in Oregon

Oregon Secretary of State

<http://sos.oregon.gov/business/Documents/business-guides/start-business-guide.pdf>

Overall Start-up Process

Small Business Administration (SBA)

<http://www.sba.gov/category/navigation-structure/starting-managing-business/starting-business>

How to Write a Business Plan including Samples

Small Business Administration (SBA)

<http://www.sba.gov/category/navigation-structure/starting-managing-business/starting-business/writing-business-plan>

SBA Online Training

Small Business Administration (SBA)

<http://www.sba.gov/tools/sba-learning-center>

One-on-one Business Consultation

Service Corps of Retired Executives (SCORE) - Portland

601 SW Second Ave., # 950, Portland, OR 97204-3154

Phone: (503) 326-5211

<http://portlandor.score.org/>

SCORE, Service Corps of Retired Executives, is a non-profit, volunteer organization which helps small businesses and small business entrepreneurs become successful. SCORE-Portland is a Portland chapter of the nationwide organization. The organization provides one-on-one mentoring and other services. Volunteers are typically retired business owners with various business experiences.

Various Business Plan Templates

Service Corps of Retired Executives (SCORE)

<https://www.score.org/resource/business-planning-financial-statements-template-gallery>

Reference Books and other resources

Beaverton City Library (See Section 16)

www.beavertonlibrary.org/

Business Education for Small Businesses

Portland Community College

Small Business Development Center (SBDC) - Portland

241 SW Edgeway Drive, Beaverton, OR, 97006

Phone: (971) 722-2629.

<http://www.pcc.edu/climb/small-business/>

SBDC, **Small Business Development Center**, is a state-wide small business assistance program provided through community colleges. The SBDC offers free or low-cost seminars, workshops, training, and counseling that are especially designed for helping small businesses.

2. BUYING A BUSINESS OR A FRANCHISE

Buying a Business?

If you are buying an existing business, consider the following;

General Information

Small Business Administration (SBA)

<https://www.sba.gov/starting-business/how-start-business/business-types/buying-existing-businesses>

Buying a Franchise?

If you are buying a Franchise, consider the following:

General Information

Small Business Administration (SBA)

<https://www.sba.gov/starting-business/how-start-business/business-types/franchise-businesses>

Trade Association

International Franchise Association

www.franchise.org/

3. FINANCING YOUR BUSINESS

Availability of Living Expense

Do you have enough cash to live on even if there is no income through your business for six months to one year?

Availability of Supplemental Income during Start-up

Do you have an extra stream of income or any financial assistance that you can live on for an extended period of time in case there is no income through your new business? If you do not, it may be too risky for you to start your business without some kind of supplemental income. It might be a good idea to reconsider the situation and postpone until you have enough cash.

Financing Your Start-up Business

If you do not have enough cash to cover the start-up costs of your new business, there might be low-cost loans available. Consider the following:

General Information

Small Business Administration (SBA)

<https://www.sba.gov/starting-business/business-financials>

Check Your Credit Report

Financing is a very important factor when you start your business. Your credit records will play a big roll when borrowing money from a financial institution. Please contact reliable sources to obtain your credit records.

The Federal Trade Commission has a good web site that explains how to obtain the information as well as links to nationwide consumer reporting companies – Equifax, Experian, and TransUnion.

For links to the consumer reporting

Federal Trade Commission

<http://www.ftc.gov/bcp/edu/pubs/consumer/credit/cre34.shtm>

4. FORMS OF BUSINESS

Please refer to “Oregon Business Guide – How to Start a Business in Oregon published by the Oregon Secretary of State

<http://sos.oregon.gov/business/Documents/business-guides/start-business-guide.pdf>

Forms of Business

Do you know what type of business structure you will choose for your business?

Please read the following to understand different forms of business structures to determine which one is appropriate for your particular situation.

Sole Proprietorship

(Unincorporated Self-Employment without Legal Protection)

Sole Proprietorship is the simplest form of business. There is no legal protection of your personal assets if you are faced with bankruptcy, or other financial distress. Also see the following resources.

Definition

Internal Revenue Service (IRS)

<http://www.irs.gov/Businesses/Small-Businesses-%26-Self-Employed/Sole-Proprietorships>

“Sole proprietor: You are a sole proprietor if you own an unincorporated business by yourself, in most cases. However, if you are the sole member of a domestic limited liability company (LLC), you are not a sole proprietor if you elect to treat the LLC as a corporation. For more information on this election and the tax treatment of a foreign LLC, see Form 8832, Entity Classification Election.”

Definition

Oregon Secretary of State

<http://sos.oregon.gov/business/Documents/business-guides/start-business-guide.pdf>

(See Page 5 of the above publication)

"A sole proprietorship is the simplest form of business in which one individual conducts the business. The business owner is personally liable for the obligations of the business.

A sole proprietor does not have to be registered with Business Registry unless he or she is using an assumed business name. If the name of the business does not include the full legal name of the business owner, the business name must be registered as an assumed business name with Business Registry. The registration allows the public to identify who is transacting business under that business name.

Limited Liability Company – LLC

(Unincorporated Self-Employment with Legal Protection)

Limited Liability Company is defined by the state law but not by the Federal Law and you need to pay some attention to tax issues for this form of company.

General Description

Internal Revenue Service (IRS)

<http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Single-Member-Limited-Liability-Companies>

“LLCs are popular because, similar to a corporation, owners have limited personal liability for the debts and actions of the LLC. Other features of LLCs are more like a partnership, providing management flexibility and the benefit of pass-through taxation.

Owners of an LLC are called members. Since most states do not restrict ownership, members may include individuals, corporations, other LLCs and foreign entities. There is no maximum number of members. Most states also permit “single member” LLCs, those having only one owner.

A few types of businesses generally cannot be LLCs, such as banks, insurance companies and nonprofit organizations. Check your state’s requirements and the federal tax regulations for further information. There are special rules for foreign LLCs.

For additional information on the kinds of tax returns to file, how to handle employment taxes and possible pitfalls, refer to Publication 3402, Tax Issues for Limited Liability Companies.” (A quote from the IRS web page)

Brochure:

Internal Revenue Service (IRS)

www.irs.gov/pub/irs-pdf/p3402.pdf

Forms:

Internal Revenue Service (IRS)

http://www.irs.gov/pub/irs-tege/llc_guide_sheet_instructions.pdf

General Description

Oregon Secretary of State

<http://sos.oregon.gov/business/Documents/business-guides/start-business-guide.pdf>

(See Page 18 of the above publication)

“A limited liability company (LLC) is an unincorporated association having one or more members. The LLC can be managed by managers or members.

Managers can be but are not required to be members. It must be stated in the articles of organization if the limited liability company is to be managed by managers. Managers could be compared to the board of directors, and members are like the shareholders of a corporation or limited partners of a limited partnership. In order to be a member of a limited liability company, a contribution such as cash, property, or services rendered must be made.

The internal affairs of the LLC are governed by operating agreements that may be oral or written. These operating agreements are comparable to the bylaws of a corporation. The internal affairs are managed by the members, unless the articles of organization specifically state that they shall be managed by one or more managers.

A limited liability company must have a registered agent in Oregon whose street address is the registered office. When a limited liability company is sued, the legal papers are served on the registered agent. Thus, it is necessary that the registered office have a street address. A registered agent can be an individual or a legal entity.

Limited liability companies organized under Oregon statute are "domestic" limited liability companies. Those formed under the laws of other states, but transacting business in Oregon, are "foreign" limited liability companies." (A quote from the IRS web page)

C-Corporation and S-Corporation

These types of corporations are more elaborate than the forms of business described above. It is advised that you consult with your attorney on these.

For more information:

Oregon Secretary of State

<http://sos.oregon.gov/business/Documents/business-guides/start-business-guide.pdf>

(See Page 18 of the above publication.)

General Partnership, Limited Partnership, Limited Liability Partnership

These forms of business tend to be selected only in certain situations. It is advised that you consult with your attorney on these.

For further information (Select a form of business of your choice)

Oregon Secretary of State

<http://sos.oregon.gov/business/Documents/business-guides/start-business-guide.pdf>

(See Page 18 of the above publication.)

5. STATE BUSINESS FILINGS AND REGULATIONS

Assumed Business Name Filing with the State of Oregon

In Oregon, every business must have a legal business name registered with the State. A sole proprietor is the only exception. However, you may choose to use an Assumed Business Name.

Explanation of Assumed Business Name:

State of Oregon, Licenses, Permits and Registrations

http://licenseinfo.oregon.gov/index.cfm?fuseaction=license_class&pfa=link_class&link_item_id=13898

"Anytime you are doing business in Oregon and are not using the legal real and true name of each owner in the title of the business, you must file an Assumed Business Name. (Unless you wish to file as another kind of business entity such as a Corporation or a Limited Liability Company)" (A quote from the above web page)

Further Explanation of Assumed Business Name:

Oregon Secretary of State

<http://sos.oregon.gov/business/Documents/business-guides/start-business-guide.pdf>

(See Page 19 of the above publication.)

"A business name must be registered with Business Registry as an assumed business name if the legal name of each person who is carrying on the business is not conspicuously disclosed to the public in the business name. Each person's legal name must include both the first and last names. Nicknames are not legal names and must be registered as assumed business names. If there are words that suggest additional owners, such as "company" or "associates", the name must be registered. A business name that includes all owners' full legal names may be registered, but the registration is optional. A corporation, limited liability company, limited liability partnership or limited partnership does not register its name as an assumed business name unless the entity wants to use the name without the entity type designation." (A quote from the above web page)

Sole Proprietor and Assumed Business Name:

Oregon Secretary of State

<http://sos.oregon.gov/business/Documents/business-guides/start-business-guide.pdf>

(See Page 20 of the above publication.)

"A sole proprietor does not have to be registered with Business Registry unless he or she is using an assumed business name. If the name of the business does not include the full legal name of the business owner, the business name must be registered as an assumed business name with Business Registry. The registration allows the public to identify who is transacting business under that business name." (A quote from the above web page)

If you are interested in searching the State's business name database to determine the names you are considering for your business are not used by another party, please use the following site.

Business Name Database Search:

Oregon Secretary of State

<http://sos.oregon.gov/business/Pages/find.aspx>

If you are interested in accessing the Oregon Secretary of State web site open to registered users, please go to the following page:

For Online State Web Access Registration:

Oregon Secretary of State

<http://sos.oregon.gov/business/Pages/register.aspx>

For Online registration:

Oregon Secretary of State

<http://sos.oregon.gov/business/Pages/register.aspx>

For Forms:

Oregon Secretary of State

<http://sos.oregon.gov/business/Pages/default.aspx>

Business Registration with the State of Oregon

(Except for Sole Proprietorship)

If the form of your business is not Sole Proprietor, you must register with the State. You cannot register using existing business names that are already used by other people. Would you like to search the business name database to determine if the business name that you want to use is still available?

Overall Information:

Oregon Secretary of State

<http://sos.oregon.gov/business/Pages/default.aspx>

For Business Name Data base

Oregon Secretary of State

http://egov.sos.state.or.us/br/pkg_web_name_srch_inq.login

For Forms:

Oregon Secretary of State

<http://sos.oregon.gov/business/Documents/business-guides/start-business-guide.pdf>

Registering a Business Name

After determining which business structure is best for your particular business, please check whether you need to register your business name with the Business Registry Division of the Oregon Secretary of State. If you would like to check a name for availability prior to submitting an application, you may check the Business Registry web site. However, a name availability check does not guarantee that the name will still be available when Business Registry receives the application. If registration is required, online forms are available or may be obtained from the Corporation Division. Submit the completed form and a non-refundable \$50 processing fee to the following address or fax number.

NOTE: Registration must take place prior to applying for a City of Beaverton business license.

Contact:

Corporation Division, Oregon Secretary of State

255 Capitol Street NE, Suite 151, Salem, OR 97310-1327

Phone: (503) 986-2200 Fax: (503) 378-4381

<http://sos.oregon.gov/business/Pages/default.aspx>

State Occupational Licenses

The State of Oregon requires many occupations and business activities to obtain special licensing, permits, or certifications from state agencies or boards. To make sure your business activity is licensed or regulated by the State, please contact:

Corporation Division, Oregon Secretary of State

255 Capitol Street NE, # 151, Salem, OR 97310-1327

Phone: (503) 986-2200 Fax: (503) 378-4381

<http://licenseinfo.oregon.gov/>

Liquor License

Anyone who sells or offers to sell alcoholic beverages must obtain a State of Oregon Liquor License. The process starts with the Oregon Liquor Control Commission (OLCC). You must complete a packet of forms, including an endorsement from the City, and submit them to the OLCC for consideration. You can find the necessary forms by visiting the OLCC web site.

For Forms and submission of application:**Oregon Liquor Control Commission (OLCC)**

9079 S E McLoughlin Blvd , Milwaukie, OR 97222

Phone: (503) 872-5000 TTY: 1-800-735-2900

<http://www.oregon.gov/OLCC/Pages/index.aspx>

The OLCC will provide forms to bring to the City for our endorsement. Bring your forms to Police Administration on the 2nd floor of City Hall.

The City also has a separate Application Form to complete. You may obtain this form by coming to Police Administration, calling (503) 526-2461, or downloading a City of Beaverton Liquor License Application.

For the City of Beaverton Liquor License Application

<http://www.beavertonpolice.org/192/Liquor-License-Application-Process>

For submission of a City Application Form and additional information**Police Administration, Beaverton Police Department**

4755 SW Griffith Dr., 2nd Floor, Beaverton, OR 97005

Phone: (503) 526-2461 TTY/TDD: (503) 526-2790

beavertonpolice@beavertonoregon.gov

<http://www.beavertonpolice.org/192/Liquor-License-Application-Process>

To obtain the zoning information required by the OLCC, you may contact the City's Community Development Department.

For Zoning Information

Planning Division

Community Development Department, City of Beaverton

Phone: (503) 526-2420 TTY/TDD: (503) 526-2493

Fax: (503) 526-3720

<http://www.beavertonoregon.gov/index.aspx?nid=177>

<http://maps.beavertonoregon.gov/Html5Viewer/?viewer=BeavertonSearch>

Hazardous Materials to Air, Land, and Water

If your business generates hazardous waste as a consequence of your doing business, the Oregon Department of Environmental Quality (DEQ) has restrictions. Please contact DEQ for further details.

General Information

Oregon Department of Environmental Quality

811 SW 6th Ave., Portland OR 97204-1390

Phone: (503) 229-5696 Fax: (503) 229-6124

deq.info@deq.state.or.us

www.oregon.gov/DEQ/

6. STARTING A BUSINESS IN BEAVERTON?

BUILDING DIVISION

Community Development Department

City of Beaverton

Phone: (503) 526-2493

<http://www.beavertonoregon.gov/index.aspx?nid=176>

Are you remodeling the building or space where you plan to locate your business? You may need to apply for building, mechanical, plumbing and/or electrical permits.

- Is your business going to be a different type of business than those that previously occupied the space where you are planning to locate? You may need to apply for a new occupancy permit.
- Are you installing a sign? You may need a building and/or electrical permit in addition to the land use permit.
- Does the building or space where you are planning to locate meet Fire Code? There may be cases where a building permit is not required, but the Tualatin Valley Fire Protection District needs to review the location to ensure it meets the Fire Code.

PLANNING DIVISION

Community Development Department

City of Beaverton

Phone: (503) 526-2393

<http://www.beavertonoregon.gov/index.aspx?nid=177>

- Is the type of business you are starting allowed where you want to locate? Are there special regulations pertaining to your type of business? Is it a home-based business?
- Are site improvements required, such as parking lot paving, landscaping, etc? Are you making any exterior changes?
- Have you applied for a sign permit?
- Is this a new building or a major remodel of an existing building?

SITE DEVELOPMENT DIVISION

Public Works Department

City of Beaverton

Phone: (503) 526-2493

<http://www.beavertonoregon.gov/index.aspx?nid=439>

- Is sewer and water adequate and available? Is the site located in a flood hazard area?
- Will public streets or utilities be required? Is a Site Development Permit required?

FINANCE DEPARTMENT

City of Beaverton

Phone: (503) 526-2242

<http://beavertonoregon.gov/departments/Finance>

- Have you registered your **assumed business name** with the State? **This must be done prior to applying for a City of Beaverton business license.** (See Chapter 6.)
- Have you applied for a City business license?

BEAVERTON POLICE DEPARTMENT

<http://www.beavertonoregon.gov/index.aspx?nid=173>

- Do you need a liquor license? Please call (503) 526-2261.
- Are you installing a burglar alarm? Please call (503) 526-2525.

WASHINGTON COUNTY HEALTH & HUMAN SERVICES DEPT.

Washington County

Phone: (503) 846-4402

www.co.washington.or.us/HHS/EnvironmentalHealth/food-handler.cfm/

Does the type of business you are starting need a permit from the County?
If you are catering, starting a restaurant or other activity where you will be

handling food, contact the County. They also do inspections for Day Care Facilities.

7. BUSINESS FILINGS FOR THE CITY OF BEAVERTON

Business Location

If your business is located within the city limits of Beaverton, you are required to obtain a Business License from the City. If you are not sure whether you are located within the city limits, please contact the City's Planning Division to find out.

Planning Division

Community Development Department, City of Beaverton

Phone: (503) 526-2420 TTY/TDD: (503) 526-2493

Fax: (503) 526-3720

For Beaverton City Limits Map

<http://www.beavertonoregon.gov/index.aspx?NID=596>

City Business License

All businesses operating within the Beaverton City limits must comply with the City's building, zoning, and police safety requirements. The City business license does not constitute a permit to engage in any activity prohibited by law nor a waiver of any other regulatory or license requirement imposed by any other provision of City ordinance or federal, state, regional or local law.

The business license fee is based on a calendar year with a December 31st expiration date. New businesses operating in Beaverton after June 30th of the current year will pay 1/2 of the fee. Thereafter, the annual business tax shall be due in full by January 31st each year.

Prior to operating a business in the City of Beaverton, you must submit an annual City of Beaverton Business License application. Contact the Finance Department for further information.

To apply, you may either: Apply on-line using the web site below for a new business license or to renew an existing business license. If the business license fee is \$150.00 or more, including delinquency charges, you must apply in person or by mail.

OR

Download from the web site below and print the Business License application (PDF) and remit to:

Finance Department, City of Beaverton

4755 SW Griffith Drive, Beaverton, OR 97076

Phone: (503) 526-2255 TTY/TDD: (503) 526-2506

Fax: (503) 526-2490

financemail@beavertonoregon.gov

For On-line application go to:

<http://www.beavertonoregon.gov/362/Business-License-Application>

For Application Form Download go to:**Finance Department, City of Beaverton**

Phone: (503) 526-2255 TTY/TDD: (503) 526-2506

Fax: (503) 526-2490

<http://www.beavertonoregon.gov/DocumentCenter/View/194>

Zoning

City zoning allows certain type of businesses to be located in certain areas within the City. Do you know if the location you have in mind is zoned for your type of business activity?

Planning Division**Community Development Department, City of Beaverton**

Phone: (503) 526-2420 TTY/TDD: (503) 526-2493

Fax: (503) 526-3720

<http://www.beavertonoregon.gov/DocumentView.aspx?DID=1161>

<http://www.beavertonoregon.gov/index.aspx?nid=807>

Make sure the location is properly zoned for your business. If you will be working out of your home, there may be special permits needed. (Please see "City of Beaverton - Home Occupation Permit [Home Business] of this chapter.) If you are in a commercial or industrial area, confirm that your business is allowed in the zone and whether you need any other City approvals, such as a Sign Permit or Land Use Permits.

Contact the City's Planning Division for assistance with these issues. Have either the address or map and tax lot number of the property where the business will be located, so they may answer your questions more efficiently.

Planning Division**Community Development Department, City of Beaverton**

Phone: (503) 526-2420 TTY/TDD: (503) 526-2493

Fax: (503) 526-3720

<http://www.beavertonoregon.gov/index.aspx?nid=177>

City of Beaverton - Home Occupation Permit (Home Business)

Businesses operating out of the home may require a Home Occupation Permit and notice to neighbors depending on the number of employees or customers visiting the home business. Please contact the City of Beaverton's Community Development Department to ask how your proposed business fits into the Home Occupations regulations.

For Further Information

Planning Division

Community Development Department, City of Beaverton

Phone: (503) 526-2420 TTY/TDD: (503) 526-2493

Fax: (503) 526-3720

Home Occupation Permit Brochure

<http://www.beavertonoregon.gov/documentcenter/view/1158>

For Type 1 Home Occupation Permit Application Form

Finance Department, City of Beaverton

Phone: (503) 526-2242 TTY/TDD: (503) 526-2506

Fax: (503) 526-2490

financemail@beavertonoregon.gov

<http://www.beavertonoregon.gov/documentcenter/view/1158>

Development Code Review

Are site improvements required, such as parking lot paving, landscaping, etc? Is this a new building or a major remodel of an existing building? Please contact the City's Planning Division.

Contact

Planning Division

Community Development Department, City of Beaverton

Phone: (503) 526-2420 TTY/TDD (503) 526-2493

Fax: (503) 526-3720

<http://www.beavertonoregon.gov/index.aspx?nid=463>

<http://www.beavertonoregon.gov/index.aspx?nid=807>

Building Code / Fire Code Review

Are you remodeling the building or space where you plan to locate your business? You may need to apply for building, mechanical, plumbing and/or electrical permits. Is your business going to be a different type of business than previously occupied the space where you are planning to locate? You may need to apply for a new occupancy permit. Are you installing a sign? You may need a building and/or electrical permit in addition to the land use permit. For further information contact Building Division.

For further information

Building Division

Community Development Department, City of Beaverton

Phone: (503) 526-2493 TTY/TDD (503) 526-2493

Fax: (503) 526-3720

<http://www.beavertonoregon.gov/index.aspx?nid=176>

Business Sign

If you are going to put your business sign outside your building, you must follow the City codes. There are restrictions regarding what kind of business signs can be placed outside your business facility. For further information, please contact the City's Planning Division.

For Business Signs Permit Application:

Planning Division

Community Development Department, City of Beaverton

<http://www.beavertonoregon.gov/DocumentCenter/Home/View/1147>

Alarm Permit

Are you installing a burglar alarm for your business? For further information, please contact the City of Beaverton's Police Department.

Beaverton Police Department

Phone: (503) 526-2525 TTY/TDD: (503) 526-2790

beavertonpolice@beavertonoregon.gov

For an Business Alarm Permit Application Form and Further Information

<http://www.beavertonoregon.gov/index.aspx?nid=723>

After-Hour Contacts for Businesses

The Beaverton Police Department offers a service that allows Beaverton businesses to register their after-hours contact information so that the Police Department can contact the owner or a manager to respond in the event your business gets broken into (or some other emergency) when the business is closed.

For Registration Site

Beaverton Police Department

<http://www.beavertonoregon.gov/index.aspx?nid=723>

Liquor License

Anyone who sells or offers to sell alcoholic beverages must obtain a State of Oregon Liquor License. The process starts with the Oregon Liquor Control Commission (OLCC). However, the process requires an endorsement from the City. The City's endorsement and other documents need to be submitted to the OLCC for consideration.

For more details, please see the Liquor License section of **Chapter 6, State of Oregon Business Filings and Regulations**.

City's recognition of Metro's Contractor's License

Metro's construction and landscape contractor's business license is recognized in 19 cities (Portland excluded). Instead of a separate license to meet each city's licensing requirements, you can get a single license that lets any contractor or landscaper construct, alter and repair structures in the metropolitan area. This license covers all construction trades, both commercial and residential, as well as landscape contractors. This license is optional.

Metro

600 NE Grand Ave., Portland, OR 97232-2736

Phone: (503) 797-1620 Fax (503) 797-1797

<http://www.oregonmetro.gov/index.cfm/go/by.web/id=24216>

For Metro Contractor's License Application:

<http://www.oregonmetro.gov/index.cfm/go/by.web/id=24216#documents>

8. COUNTY REGULATION-RELATED ISSUES

Food Handling

If a business processes and/or serves food or food materials, the State of Oregon requires the business to be licensed and food handlers are required to obtain a Food Handler's Card by taking a food handler's exam. You can obtain further information from Washington County.

Food Safety Information:

Health & Human Services Dept., Washington County

155 N. First Avenue, # 160, Hillsboro, OR 97124

Phone: (503) 846-4402 Fax: (503) 846-4490

www.co.washington.or.us/HHS/EnvironmentalHealth/food-handler.cfm/

Food Handler's Manual

The State of Oregon has a very useful food handler's manual. You can obtain a copy from the Oregon Department of Human Services.

Food Handler's Manual:

Foodborne Illness Prevention Program

Oregon Department of Human Services

800 NE Oregon St., # 608, Portland, OR 97232

Phone: 971-673-1222 Fax: 971-673-1299

<http://oregon.gov/DHS/ph/foodsafety/manual.shtml>

9. GENERAL TAX INFORMATION

General Tax Information

Are you interested in obtaining overall tax information before getting into details?

For Federal Taxes

Internal Revenue Service (IRS)

(Portland Office)

1220 SW Third Ave., Portland, OR 97204

Phone: (503) 265-3501

(General Contact)

Phone: 1-800-829-4933

www.irs.gov

For State and Regional Taxes, Oregon Department of Revenue

955 Center St. NE, Salem OR 97301

Phone: (503) 378-4988 Toll Free: 1-800-356-4222

Phone: (503) 945-8618 – Spanish Fax: (503) 945-8738

questions.dor@state.or.us

<http://egov.oregon.gov/DOR/BUS/starting.shtml>

For County Taxes

Assessment & Taxation Department, Washington County

155 N. First Avenue, # 130, Hillsboro, OR 97124
Phone: (503) 846-8741 Fax: (503) 846-3909
Phone: (503) 846-8741 – Spanish
at@co.washington.or.us
www.co.washington.or.us/AssessmentTaxation/index.cfm

IRS Record Keeping Instructions

Do you know what kind of record keeping IRS expects from you?

IRS Publication 583 "Starting a Business and Keeping Records"

Internal Revenue Service (IRS)

www.irs.gov/publications/p583/index.html

Personal Bank Account vs. Business Bank Account

Do you know the difference between personal checking account and business checking account?

IRS Publication 583 "Starting a Business and Keeping Records"

Internal Revenue Service (IRS)

www.irs.gov/pub/irs-pdf/p583.pdf

(See Page 13 of the above publication.)

"Business checkbook: One of the first things you should do when you start a business is open a business checking account. You should keep your business account separate from your personal checking account.

The business checkbook is your basic source of information for recording your business expenses. You should deposit all daily receipts in your business checking account. You should check your account for errors by reconciling it." (A quote from the IRS web page)

Oregon Personal Property Tax on Business Equipment

State of Oregon has taxes on business furniture, fixture, equipment, and so on. The taxes are defined by the state law. The county assesses the subject personal property and collects the taxes due.

General Information:

Oregon Department of Revenue

955 Center St. NE, Salem OR 97301

Phone: (503) 378-4988 Toll Free: 1-800-356-4222

TTY: 1-800-886-7204

Phone: (503) 945-8618 – Spanish Fax: (503) 945-8738

www.oregon.gov/DOR/PTD/ValFact.shtml

“Oregon law requires all personal property be valued at 100 percent of its real market value unless exempt by statutes. Personal property is taxable in the county where it is located and has more or less come to rest as of the assessment date; January 1 at 1 a.m. Oregon Revised Statute 307.020 defines both personal and intangible personal property. Intangible personal property is not taxable. Inventories are items of tangible personal property, which are held for sale in the ordinary course of business and are exempt from taxation. Household goods, furniture, clothing, tools, and equipment exclusively for personal use in your home are also exempt from taxation.

Each individual, partnership, firm or corporation that has taxable personal property must file a return by March 1 unless they have requested and been granted an extension. The request must be in writing and submitted prior to March 1. The return filed with the appropriate authority must contain a full listing of all assets, date of acquisition, cost, and a statement of real market value. This listing must include items that have fully been depreciated, in storage, or expensed. It is the responsibility of the taxpayer to obtain a copy of the return and make the filing. If the assessed value of your taxable property is less than \$14,000, the assessor may cancel the tax assessment for that year. You must file a return each year regardless and make your declaration.

All returns that are filed late receive a penalty. The penalty is a percentage of the taxes and is 5%, 25% or 50% depending on how late the return is filed.

The information on the return is a confidential record in the office in which it is filed. The return assists the assessor in determining the value of the property. After values for all properties in the county are established tax amounts are calculated. Taxpayers receive a tax statement after October 25 showing the value of the personal property and the amount of tax due.

If a taxpayer feels the county assessor has estimated the value of their taxable property incorrectly, they have the right to appeal. This appeal must be filed with the county clerk in the county where the property is located and must be submitted by December 31. The appeal is to the county Board of Property Tax Appeals. You do not need to be present to have your complaint heard.” (A quote from the Oregon Department of Revenue web page)

10. TAX INFORMATION FOR SELF-EMPLOYED Persons

General Information about Self-Employment

Definition of Self-Employment

Internal Revenue Service (IRS)

www.irs.gov/businesses/small/article/0,,id=115045,00.html

"If you are in business for yourself, or carry on a trade or business as a sole proprietor or an independent contractor, you generally would consider yourself a self-employed individual. You are an independent contractor if the person for whom you perform services has only the right to control or direct the result of your work, not what will be done or how it will be done." (A quote from the above web page)

Definition of Self-Employment/Sole Proprietorship

Do you know who is a self-employed/sole proprietor and who is not?

Definition of Self-Employment

Internal Revenue Service (IRS)

<http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Self-Employed-Individuals-Tax-Center>

Independent Contractor or Employee

When you hire a person to perform a service for your business, you may need to pay attention to whether the person is considered your employee or an independent contractor. Do you know the difference between Independent Contractor and Employee?

Definition

Internal Revenue Service (IRS)

<http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Self-Employed-Individuals-Tax-Center>

Self-Employment Tax

Do you know anything about "Self-Employment Tax?"

Explanation of Self-Employment Tax

Internal Revenue Service (IRS)

<http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Self-Employment-Tax-Social-Security-and-Medicare-Taxes>

Estimated Income Tax

Did you know that a self-employed person has to make quarterly estimated taxes to both IRS and Oregon Department of Revenue?

Explanation of Federal Estimated Income Tax

Internal Revenue Service (IRS)

<http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Estimated-Taxes>

Instructions for State Estimated Income Tax (For 2010 info)

Oregon Department of Revenue

<http://www.oregon.gov/DOR/pertax/Pages/formspit.aspx>

Oregon Transit Self-employment Taxes (TriMet Tax)

Guide to TriMet Self-employment Taxes

Oregon Department of Revenue

<http://www.oregon.gov/DOR/BUS/Pages/IC-211-503.aspx>

For Forms (For 2013 information)

Oregon Department of Revenue

<http://www.oregon.gov/DOR/pages/forms.aspx>

Health Insurance Premium Deduction

Did you know a self-employed person can deduct health insurance premium if you meet certain requirements?

IRS Publication 502 - Medical and Dental Expenses (For 2013 info)

Internal Revenue Service (IRS)

<http://www.irs.gov/uac/Publication-502,-Medical-and-Dental-Expenses-1>

Retirement Account for a Self-Employed Person

Do you know a self-employed person can deduct certain retirement plan contributions if certain requirements are met?

Retirement Plans for Small Businesses

Internal Revenue Service (IRS)

<http://www.irs.gov/Retirement-Plans/Plan-Sponsor/Small-Business-Retirement-Plan-Resources>

11. TAX INFORMATION FOR EMPLOYERS

Please refer to “Oregon Business Guide – Employer’s Guide for Doing Business in Oregon” published by the Oregon Secretary of State

<http://sos.oregon.gov/business/Documents/business-guides/start-business-guide.pdf>

Federal Employer ID Number (EIN)

Certain businesses are required to have a Federal Employer ID Number (EIN). Are you required to have one?

Some of the examples are:

1. You have employees.
2. You operate your business as a corporation or a partnership.
3. You file any of these tax returns: Employment, Excise, or Alcohol, Tobacco and Firearms.
4. You withhold taxes on income, other than wages, paid to a non-resident alien.
5. You have a Keogh plan.

For more information regarding EIN

Internal Revenue Service (IRS)

<http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Employer-ID-Numbers-EINs>

State Business ID Number (BIN) and Payroll Tax Withholding

A State Business ID Number (BIN) is issued when a Combined Employer’s Registration is filed with the Oregon Employment Department. The number is used when you report, pay, or get information about your withholding, unemployment insurance, transit taxes, and workers’ benefit fund assessment.

The registration is required for all businesses that have employees. After a business submits the Combined Employer’s Registration form, the Oregon Department of Revenue will send you a BIN.

Payroll Tax Basics for Employers

Oregon Department of Revenue

955 Center St. NE, Salem OR 97301

Phone: (503) 378-4988 Toll Free: 1-800-356-4222

TTY: 1-800-886-7204

Phone: (503) 945-8618 – Spanish Fax: (503) 945-8738

http://www.oregon.gov/DOR/bus/Pages/payroll_basics.aspx

Questions and Answers

Oregon Department of Revenue

http://www.oregon.gov/dor/Pages/common_questions.aspx

For Combined Employer's Registration Form

Oregon Department of Revenue

http://licenseinfo.oregon.gov/index.cfm?fuseaction=license_seng&link_item_id=13944

Workers' Compensation Insurance

Did you know your company needs to be covered by Oregon Workers' Compensation when you have one or more employees?

General Information

Oregon Consumer & Business Services Department

www.cbs.state.or.us/wcd/

Unemployment Tax

Did you know that you have to pay Unemployment Insurance Tax to the State of Oregon when you have one or more employees?

General Information

Oregon Employment Department

www.oregon.gov/EMPLOY/TAX/index.shtml

Mass Transit District Payroll/Excise Tax

Businesses are required to pay Mass Transit District Payroll/Excise Tax.

General Information

Oregon Department of Revenue

www.oregon.gov/DOR/BUS/transit-excise.shtml

Tax Withholding

Do you know that you have to withhold taxes from your employees and make payments to both IRS and Oregon Department of Revenue?

General Information regarding Federal Tax Withholding Requirements

Internal Revenue Service (IRS)

www.irs.gov/individuals/employees/article/0,,id=130504,00.html

General Information regarding State Tax Withholding Requirements

Oregon Department of Revenue

<http://www.oregon.gov/dor/BUS/Pages/withholding.aspx>

Health Insurance for Employees

Are you looking for medical/vision/dental health insurance for your employee(s)?

General Information

Oregon Health Authority

<http://www.oregon.gov/OHA/healthplan/Pages/index.aspx>

12. ASSISTANCE FOR MINORITY/WOMAN BUSINESSES

Minority/Woman-Owned

If your business minority/woman-owned, there are some resources that may help your business.

For Further Information

Office of Minority, Women, and Emerging Small Business

Oregon Business Development Department

P. 775 Summer St. NE, Suite 200, Salem, OR 97301-1280

Phone: (503) 986-0123

Fax (503) 581-5115

www.oregon4biz.com/Grow-Your-Business/Business-services/Minority-Owned-Business-Certification/

13. FINANCIAL ASSISTANCE / TAX INCENTIVES

State of Oregon Tax Credits

The State of Oregon offers various Tax Credits for Corporations.

For Further Information

Oregon Department of Revenue

955 Center St. NE, Salem OR 97301

Phone: (503) 378-4988 Toll Free: 1-800-356-4222

TTY: 1-800-886-7204

Phone: (503) 945-8618 – Spanish Fax: (503) 945-8738

questions.dor@state.or.us

<http://www.oregon4biz.com/How-We-Can-Help/COBID/>

State of Oregon Incentives and Financial Programs

Oregon Business Development Department offers business incentives and finance programs.

For Further Information

Oregon Business Development Department

775 Summer St. NE, # 200, Salem OR 97301-1280

Phone: (503) 986-0123 Fax: (503) 581-5115

TTY: 1-800-735-2900

<http://www.oregon4biz.com/Contact-us/>

www.oregon4biz.com/Business-financing-resources/

State of Oregon - Business Energy Tax Credit

If your business is going to adopt energy efficient equipment to renovate a business facility, there might be state tax credit available for your effort to decrease energy consumption.

For Further Information

Oregon Department of Energy

625 Marion St. NE, Salem, OR 97301-3737

Phone: (503) 378-4040 1-800-221-8035

Fax: (503) 373-7806

energy.in.internet@state.or.us

<http://www.oregon.gov/energy/CONS/BUS/pages/betc.aspx>

City of Beaverton-Incentives

The City of Beaverton offers several incentive programs including Enterprise Zone, Urban Renewal, Storefront Improvement Program, and Workforce Training Program.

For Further Information

City of Beaverton: Mayor's Office-Economic Development Division

4755 SW Griffith Dr, Beaverton, OR, 97076

Phone: (503) 526-2456

Fax: (503) 526-3720

aflores@BeavertonOregon.gov

<http://www.BeavertonOregon.gov/econdev>

14. PROFESSIONAL SERVICES FOR BUSINESS

Lewis & Clark Law School Small Business Legal Clinic

In setting up a company/corporation, you need to have articles of incorporation or other documents. Lewis & Clark College Law School provides a low cost legal service to those who qualify. If you qualify, it is an excellent resource for your business. **(You must have a written business plan ready to use their service.)**

For Further Information

Lewis & Clark Law School Small Business Legal Clinic

310 SW 4th Ave., Suite 1000, Portland, OR 97204

Phone: 503-768-6940 Fax: 503-546-8863

http://www.lclark.edu/law/centers/small_business_legal_clinic/

Accountant/Bookkeeper

An accountant provides assistance with your business plan; sets up your books; prepares your taxes; provides you with tax advice related to the operation of your business, such as how to choose the best retirement plan and how to take advantage of tax deductions.

For Further Information

Oregon Association of Independent Accountants

Phone: (503) 282-7247

www.oaia.net/

Oregon Society of CPAs

10206 SW Laurel St., Beaverton, OR 97005-3209

Phone: (503) 641-7200 Fax: (503) 626-2942

oscpa@orcpa.org

www.orcpa.org/

Oregon Association of Tax Consultants

P.O. Box 90996, Portland, OR 97290

Phone: (503) 261-0878 Fax: (503) 261-0963

oaatc@natctax.org

www.oatc-oregon.org/

Attorney

An attorney provides assistance with your business plan; helps you choose the right form of business; makes sure the proper papers are filed; drafts and interprets contract and leases; defends you if legal action is brought against your business; represents you if you bring legal action against someone else; provides you with legal advice related to the operation of your business, such as the rules for hiring and firing of employees.

For Further Information

Oregon State Bar

5200 SW Meadows Road, Lake Oswego, OR 97035-0889

Phone: (503) 620-0222

info@osbar.org

www.osbar.org/

Banker

A banker helps you get financing; helps you establish credit card accounts; works, in many cases, as your silent partner, providing you with business operation advice. When looking for a banker, start with the bank where you have personal accounts, or ask for referrals from business associates and other small businesses.

Business Assistance Program

The city, as part of its Business Recruitment, Retention, and Expansion efforts, offers a unique program for high-growth Beaverton businesses. Available services include: site selection assistance, customized industry reports, access to potential suppliers, assistance with locating financing, potential leads for sales expansion, and workforce development referral service.

For Further Information

City of Beaverton: Mayor's Office-Economic Development Division

4755 SW Griffith Dr, Beaverton, OR, 97076

Phone: (503) 526-2456

Fax: (503) 526-3720

aflores@BeavertonOregon.gov

<http://www.BeavertonOregon.gov/econdev>

Business Insurance

An insurance agent evaluates your insurance needs and provides you with advice on which types of coverage you need. If you don't have an insurance agent, ask for referrals from business associates and other small business owners. Please talk to your personal insurance agent and find out more about business-related insurance programs. Also, please read the following web site to learn the basics.

Small Business Administration (SBA)

www.sba.gov/smallbusinessplanner/manage/getinsurance/SERV_INSURANCE.html

15. OREGON TECHNOLOGY BUSINESS CENTER

Oregon Technology Business Center

The Oregon Technology Business Center, OTBC, is a 501(c) (3) non-profit corporation which was founded by the [City of Beaverton](#). OTBC provides coaching, networking events, entrepreneurship programs, and shared office space to help tech, biotech, cleantech and opentech start-up ventures succeed.

Oregon Technology Business Center

8306 SW Creekside Place, Suite C, Beaverton, OR 97008

Phone: (971) 223-4660 Fax: (971) 223-4659

www.otbc.org

16. BEAVERTON AREA CHAMBER OF COMMERCE

Beaverton Area Chamber of Commerce

The Chamber of Commerce is your local business advocate and an excellent resource for business networking and relationships.

Beaverton Area Chamber of Commerce

12655 SW Center Street, # 140, Beaverton, OR 97005

Phone: (503) 644-0123 Fax: (503) 526-0349

info@beaverton.org

www.beaverton.org

17. FOR THOSE WITHOUT COMPUTER ACCESS

The Beaverton City Library provides a computer and Internet access for the users. The Beaverton City Library also has an excellent business reference collection and services to aid in your business start-up and/or market research.

Beaverton City Library

(The intersection of Fifth Street and Hall Boulevard)

12375 SW 5th Street, Beaverton, OR 97005

Phone: (503) 644-2197 TTY/TDD: (503) 574-4606

www.beavertonlibrary.org/

