

The Essentials

Selecting a Business Form: Various organizational structures exist for business, one of which must be chosen, according to liability and/or tax considerations. See <http://sos.oregon.gov/business/Pages/starting-business.aspx> or <https://www.sba.gov/starting-business>

Business Name & Registration: Every business requires a legal name. Determine name availability and whether or not the business needs to be registered with the Secretary of State Corporation Division at <http://sos.oregon.gov/business/Pages/register.aspx> or 503-986-2200. To register with the State, you must submit an application and a nonrefundable processing fee to the Business Registry at <https://secure.sos.state.or.us/ABNWeb/>

City Business License: Businesses and persons (including home businesses) doing business within the City of Scappoose must obtain a license each year. See <https://www.ci.scappoose.or.us/cityhall/page/business-licenses>

Federal tax identification number, or an employer identification number (EIN), is mandatory, except for sole proprietorships with no employees. This requires the SS-4 Form: www.irs.gov/pub/irs-pdf/fss4.pdf, or (800)-829-FORM (3676)

Business/Technical Resources:

Secretary of State Corporate Division
<http://sos.oregon.gov/business>

Business Oregon Department
<http://www.oregon4biz.com>

Small Business Development Center
<http://www.bizcenter.org/>

Oregon Association of Minority Entrepreneurs
www.oame.org

Columbia County Economic Team
www.columbiacountyoregon.com

Oregon Entrepreneurs Network
www.oen.org

S. Columbia County Chamber of Commerce
<http://sccchamber.org>

Mercy Corps Northwest
<https://www.mercycorpsnw.org/>

Review the Oregon Business Guide: How to Start a Business in Oregon,
<http://library.state.or.us/repository/2010/201005271603084/2011.pdf>

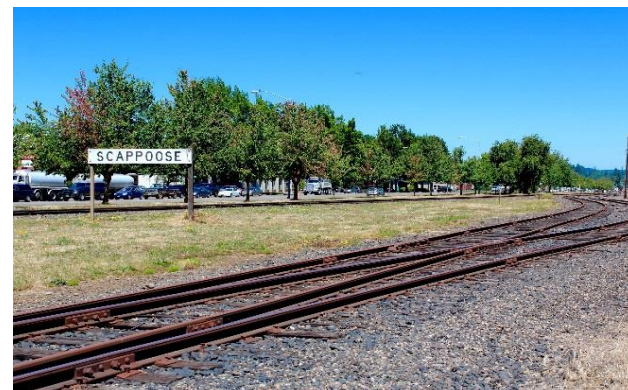
Consumer Affairs: How to Get a Business Loan,
<https://www.consumeraffairs.com/finance/how-to-get-a-business-loan.html#>

RCAC Small Business Loan Program
<http://www.rcac.org/lending/small-business-loans/>

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Starting and Operating a Business in Scappoose



City of Scappoose
33568 E Columbia Ave.
Scappoose, Oregon 97056
503-543-7146

<http://www.ci.scappoose.or.us>

The City hopes this brochure will serve as a useful guide in your efforts to start and operate a business in Scappoose. Should you need further assistance, don't hesitate to contact Program Analyst Alexandra Rains at 503-543-7184 or City Manager Michael Sykes at 503-543-7146 or visit our website at www.ci.scappoose.or.us

Other Licensing & Permits

City Zoning, Infrastructure, Building Requirements and Permits:

Community Development Center
52610 NE 1st St.
Scappoose, Oregon
<http://www.ci.scappoose.or.us/cdc>
503-543-7184

Columbia County Business Guide

Permit Guide for Business Location, Expansion and Start-Up.
(503) 397-7210
<http://www.co.columbia.or.us/files/lds/Business%20Guide6-10-11.pdf>

Professional / Occupational Licenses

Oregon requires many businesses to obtain special licensing, permits, or certifications from agencies or boards. See
<http://licenseinfo.oregon.gov/> or (503) 986-2200

Taxes and Insurance

Federal Income & Payroll Taxes:

After filing an EIN, employers are sent unemployment tax reporting forms. See
https://www.irs.gov/uac/about-form-940?_ga=1.158224762.1754953194.1473453215

Income/Corporate Taxes: all businesses pay federal taxes, according to business type.

Payroll Taxes: payroll withholdings for taxes and social security and Medicare taxes are taken out of employees pay. See
<https://www.irs.gov/businesses/small-businesses-self-employed/employment-taxes-2>

State Tax Requirements:

Income/Corporate Taxes: these taxes will vary depending on the structure of the business. See
<http://www.oregon.gov/business/Pages/taxes.aspx>

Payroll Taxes: Oregon Employers file a Combined Employer's Registration form, for tracking of state reports and payments, such as employee withholdings, See
<http://www.oregon.gov/EMPLOY/Businesses/Tax/Pages/Payroll-Taxes.aspx>

Unemployment tax:
<http://www.employment.oregon.gov/EMPLOY/TAX/index.shtml> or Workers' benefit fund assessment:
<http://www.oregon.gov/DCBS/Pages/wbf.aspx>

Business Personal Property Tax: In Oregon, property exceeding \$12,500 in value is taxed. See the Columbia County Assessor:
<http://www.co.columbia.or.us/departments/assessors-office-main> or (503) 397-2240

Self-Employment Taxes: Are taxes paid by the self-employed, including their contributions to Social Security and Medicare taxes.
<https://www.irs.gov/businesses/small-businesses-self-employed/self-employment-tax-social-security-and-medicare-taxes>

See and the Oregon Department of Revenue:
<http://www.oregon.gov/DOR/programs/businesses/Pages/self-employment.aspx>

Insurance:

Worker's compensation insurance is generally required. See
<http://www.oregon.gov/CCB/licensing/Pages/workers-comp.aspx>

Health insurance information can be found at:
<https://dfr.oregon.gov/insure/business/Pages/index.aspx>

Business insurance information is at:
<http://www.sba.gov/content/business-insurance/>

Utilities

Water and Sewer: City of Scappoose, 503-543-7146

Electric: Columbia River PUD, 503-397-0590,
<https://www.crpud.net/customer-service/start-stop-or-move-your-electric/>

Solid Waste / Garbage: Waste Management,
<http://www.wm.com/business/waste-pickup.jsp>

Telecommunications / Internet / Broadband:

Comcast: 866-845-1122,
<http://my.xfinity.com/?cid=cust>

Century Link: 855-891-4083,
<https://www.centurylink.com/small-business/>

Dish: 855-972-0327,
<https://www.usdish.com/packages/commercial>

Natural Gas: NW Natural, 503-226-4211,
<https://www.nwnatural.com/Business>