

Planning Your Business

1 Creating a Business Plan

Business plans can help apply for bank loans to start your business. When creating a business plan, make sure to include your financial strategies, business goals, and your marketing plan. Chemeketa Community College's SBDC has resources for creating a business plan. Visit them at <https://oregonsbdc.org/center/chemeketa-sbdc/>

Finding a Location

Location is an important part of the business process. After all, it is where customers will find you! Dallas has two main commercial areas where you may be able to open your business, check with a local realtor for potential listings.

3 Financing

Starting a business comes with many startup costs, but there are many resources available. Business Oregon, the Small Business Administration, and other organizations may have some funding to help you get started, but loans and grants should not be your only source of financing!

Applying for Permits

Visit City Hall to make sure you have all the permits necessary for your business. Almost all changes to commercial/ business activities will require some form of permit, including any changes to doors, windows, roofs, change of use, changes to restrooms or kitchens, etc.

5 Operation

This is the fun part! You are now open. Your operation plan should be covered in your business plan, but make sure you are making adjustments as needed. Make a habit of tracking your finances regularly, and keep your books in order.

Community

Dallas is a town that loves its small businesses, and it's important to give back! Joining organizations like the Chamber of Commerce or Downtown Association can help market your business as well as help you give back to the community that supports your business.

A Message from our Mayor

Dallas boasts a high quality of life while being close to a variety of amenities. Dallas is within an hour of some of Oregon's most sought-after destinations, all while being a quiet and relaxed town where you can spend time with your loved ones on a summer evening.

Dallas is renowned for its strong sense of family and community, where people genuinely care for one another and strive to foster positive relationships. Whether you're looking to settle down, relocate, or start a business, Dallas is a great choice for plenty of reasons. So if you haven't had the chance to experience all that Dallas has to offer, we invite you to come and see for yourself.

We would be happy to welcome you into our community.

Ken Woods Jr.
Mayor
City of Dallas, OR

Looking for more information or additional help?
Visit www.dallasor.gov/ecd/page/business-resources

Or, email economicdevelopment@dallasor.gov



STARTING, CHANGING, OR EXPANDING
YOUR BUSINESS
IN DALLAS, OREGON
AN INFORMATIONAL GUIDE

PROVIDED FOR FREE BY



Permits

Electrical

You must have an electrical permit for any electrical work that you are doing on your property. For example, new installations, upgrades, modifications, and repairs. [Only Polk County can issue these permits, not the City of Dallas.](#)

Plumbing

You must have a plumbing permit for any plumbing work that you are doing on your property. For example, new installations, upgrades, modifications, and repairs.

Mechanical

You are required to have a mechanical permit for any mechanical work being done on your property. Mechanical work refers to anything that involves the installation repair or modification of ventilation, heating, and air conditioning systems.

Structural

You must have a structural permit for any new construction, additions, alterations, repairs to the walls, roof, foundation, or other structural components.

Zoning

Even if you believe a past use of the property may seem similar to yours. It's best to always check with us first to verify zoning compliance.

Certificate of Occupancy

Occupancy permits are needed to prove that your building is safe and suitable for occupancy. This is required when renovations are made to a property or if a new building is constructed.

Important Notice

Dallas Building Permits are processed through the State of Oregon ePermitting system.

Looking for more information or additional help?
Visit: dallasor.gov/ecd/page/building-division

Email: planning@dallasor.gov
Phone: 503-831-3574

Dallas Business Inventory (DBI)

What is DBI?

The City of Dallas launched the Dallas Business Inventory (DBI) in 2023. This inventory is a new program that all Dallas businesses can sign up for to receive timely and important updates from the city regarding new grant opportunities, city-wide programs and events, and educational opportunities for business owners and their employees.

How can DBI help my business?

The City of Dallas does not have a fee-based business license program. The DBI is the City's effort to reach out to the business community to provide them with important resources for their business. The DBI connects you directly with the city in order to be the first to know about opportunities for you as a business owner and your employees. make your business successful in our community.

The DBI has provided access to Dallas business owners for the following programs: Urban Renewal Grants, free business bootcamps, free business classes provided by Google. Join today to hear about future opportunities!

How can I sign up for DBI?

Businesses are highly encouraged to sign up for the DBI; they can sign up at the link below, or by scanning the QR code: bit.ly/dallasdbi.



SCAN HERE TO SIGN UP

Public Works

System Development Charges (SDC)

- System Development Charges (SDC) help pay for new connections to the city's water and sewer system. This is a one-time fee. If your business has faucets, toilets, and other pre existing connections, those are not charged a fee. **It only applies to new connections.**

Public Safety

Fire and Life Safety

State and local fire codes requires that every business receive a fire inspection regularly.

During a scheduled visit we will:

- Visit your facility during normal business hours, on your schedule.
- Always be courteous and considerate of your times.
- Provide answers to your questions, including a detailed explanation of fire codes.
- Always clearly state inspection results in writing with a re-inspection date assigned, if required.
- Through education and awareness, your place can be a fire safe facility!

Call Dallas Fire & EMS to set up a visit at 503-831-3553.

Crime Prevention

The Police Department has a variety of programs

- Neighborhood Watch and Community Preparedness Program
- Safe House Program
- Surveillance Camera Registration and Mapping (SCRAM)
- Trespass Letter of Consent (TLC)

To sign up or learn more about all the DPD programs, visit www.dallasor.gov/police/page/programs

Contact Dallas Police Department (Non-Emergency line) at 503-831-3516

