

Welcome to the City of Sisters, Oregon

Have you ever thought about starting a small business, but weren't sure how or where to start? There are many resources available to assist you, thus making Sisters a great place for a new business to be successful!

The City of Sisters has partnered with the Chamber in a manner designed to help make starting a business an easier process.

Additionally there are several non-profit organizations that are located in Central Oregon that have the primary goal of aiding in the development of new businesses. These organizations include Rural Development (an arm of the U.S. Dept. of Agriculture), Economic Development of Central Oregon (EDCO), and the Sisters Business Attraction and Retention Team (SBART)

To get started, contact:
Sisters City Hall
520 E Cascade Avenue
Sisters, OR 97759
(541) 549-6022

We are here to help you.

How To Get Started

Contact City staff to begin this rewarding process, which will be tailored to your individual needs and concerns. The City of Sisters and the Chamber of Commerce are excited to be part of your success. Some permits and services you might need include:

- Business License (required for all businesses in the City of Sisters)
- Sign permit (most signs also require a building permit)
- Food sales require County and/or State Health Dept. approval.
- City water and sewer account
- Liquor license (through the OLCC).

Permit Contacts

Zoning: Planning Dept., 323-5219
Bus. Lic.: Finance Dept., 549-6022
Sign Permit: Planning Dept., 323-5207
Bldg Permit: Planning Dept., 323-5207
Co. Health: Eric Mone; 388-6566
Or. Health: Jon Harrang; 923-0754
Utilities: Finance Dept., 549-6022
Fire Dept: Cptn. Dave Wheeler, 549-0771
OLCC: Jack Nicklaw, 388-6292

CITY OF SISTERS STARTING A NEW BUSINESS



**City of Sisters
Community Development
Department**
(541) 323-5207
www.ci.sisters.or.us

City of Sisters

City staff are prepared to work with you on a personal basis covering a wide range of issues that will arise when starting a new business. City staff look forward to helping you to navigate the permit process when starting a new business.

Part of the charm of the City of Sisters is its 1880's Western Theme, which attracts a large number of tourists each year.



Sisters Chamber of Commerce

At the Sisters Chamber of Commerce, we are here to help you—just let us know how we can help!

Our Sisters Business Attraction and Retention Team (SBART) has been set up as a rapid response team to get you and your business what you need, and when you need it. Confidential assistance can be offered to you - contact Economic Development Manager Mac Hay at (541) 977-7525 for more information.

Regional Small Business Assistance Resources

Economic Development for Central Oregon

Services offered: Demographics, statistics; comprehensive assistance to businesses seeking to relocate to or expand in Central Oregon.

Contact: (800) 342-4135, www.edcoinfo.org

Small Business Development Center

Services offered: Confidential business counseling; business and marketing plan development assistance and review.

Contact: (541) 383-8290, www.cocc.edu

Rural Development (USDA)

Services offered: Grants and low-interest loans for certain qualifying small businesses..

Contact: Curt Dixon, (541) 923-4358 x125

Oregon Economic & Community Development Department (OECDD)

Services offered: Business loans and grants; workforce training grants; int'l trade assist.

Contact: (541) 388-6266

Central Oregon Intergovernmental Council

Services offered: Business loans, employee training grants; workforce skills training.

Contact: (541) 548-8163

Business Licenses

All businesses in Sisters require a business license. The annual fee for a business license is \$105, plus \$4 for each employee (over 1 person), plus \$.05 / s.f. if the site is located within the parking district.

Contact the City Finance Department, Julie Pieper, at (541) 549-6022.

Signs

The City of Sisters allows a variety of signs. All businesses must use the 1880 Western Theme in their signage, including fonts and colors. All signs require permits, including temporary signs. Signs that require a permit include:

- Wall, awning, projecting and hanging
- Window signs
- Ground mounted signs
- Monument signs
- Directory and bulletin signs
- Shopping center signs
- Drive-thru menu boards
- Service station price signs
- Temporary signs

For more information, call the Planning Department; (541) 323-5207.