



Resource Guide for Starting a Business in Sisters

If you are starting a new business in or relocating an existing business to Sisters, you may have questions about what is required in order to get started and what services are available to assist you.

Your first step in starting a business begins with a business plan, research, and preparation. If you would like to have personal assistance with this step, contact The Small Business Development Center at Central Oregon Community College. They can assist you with business planning, conducting market research, exploring financing options, and a breadth of other tasks related to starting your business.

<https://www.cocc.edu/departments/center-business-industry/small-business-development-center/>

Small Business Development Center
COCC - Cascades Hall
2600 NW College Way,
Bend OR 97703

Phone: 541-383-7290
Email: sbdc@cocc.edu

BUSINESS RESOURCES

Oregon Business Express

Information for Oregon business registration, business tax numbers, insurance, permits & licensing, hiring and employer obligations including, checklists and forms for every step can be found at the *Business Portal*:

<http://www.oregon.gov/business/Pages/toolkit.aspx>

Economic Development for Central Oregon (EDCO)

The Sisters office of Economic Development for Central Oregon can assist you with identifying available commercial/industrial sites and buildings, navigating the planning and construction process, and identifying programs and resources to assist you in facilitating your project. EDCO has a list of resources where you will find information on incentives available, along with other economic development services.

Sisters EDCO Office: <https://edcoinfo.com/communities/sisters/>

EDCO Business Incentive Resources: <https://edcoinfo.com/incentives-capital/>

Contact Information:

Deschutes County Building Division
(541) 388-6574 cdd-webmaster@deschutes.org

Emme Shoup, Associate Planner, City of Sisters
541-323-5216 eshoup@ci.sisters.or.us
Sisters City Hall, 520 East Cascade Avenue.

Eric Strobel, Sisters Country Director, EDCO
541-410-8630 eric@edcoinfo.com

Jeff Puller, Fire Safety Manager, Sisters Fire Dist.
541-549-0771 jpuller@sistersfire.com

Deschutes County Environmental Health
541-388-6566

Deschutes County Forgivable Loan Program

The Deschutes County Forgivable Loan Program provides funds for buildings and/or equipment to eligible businesses* that will be creating at least five full-time equivalent jobs within two years. Please contact the Sisters Country Economic Development Director for an application and program details.

*Traded-sector (export) companies only.

Deschutes County Dial Interactive Map

The Deschutes County Dial Interactive Map is a great resource for property owners, prospective buyers or leasers, and design professionals to find property information (i.e., zoning, surveys, maps, permit records, etc.).

Dial: <https://dial.deschutes.org/>

FINDING YOUR LOCATION

City of Sisters Land Use Regulations

The City of Sisters has codes that regulate where and how certain types of businesses can be permitted within city limits. For any new business looking to locate in Sisters, Oregon, the Sisters Community Development Department is your best resource in identifying which zoning district and/or property would be suitable for your needs and determining if any land use review, permits, licenses and fees will be required. **Before you secure a location for your business**, contact a City Planner or research the City codes: <https://www.codepublishing.com/OR/Sisters/>

Deschutes County Building Division for Building Renovations

Once you know that the business is an allowed use per the City codes and you have identified a building location, contact Deschutes County to determine if building permits are required before you secure a lease for the building.

Sign Permits

With any new business, it is likely that new signage will be needed. All new or remodeled signs within city limits require a sign permit. Examples: walls signs, window signs, change of copy, temporary banners, sandwich boards.

- Call a City Planner to discuss your signage needs at (541) 323-5216.
- Sign Permit Application Forms for permanent, temporary, or sandwich board signs: https://www.ci.sisters.or.us/forms?field_microsite_tid=21&field_microsite_tid_1=All

City of Sisters Business Licenses

Prior to operating, the City of Sisters requires an annual business license for businesses operating and/or doing work within the city limits. If you have any questions, contact the City at (541) 549-6022.

City Business License Program: <https://www.ci.sisters.or.us/finance/page/business-license>

City Liquor License Program: <https://www.ci.sisters.or.us/administration/page/liquor-license>

The flow chart below summarizes the sequence of steps explained above:

