

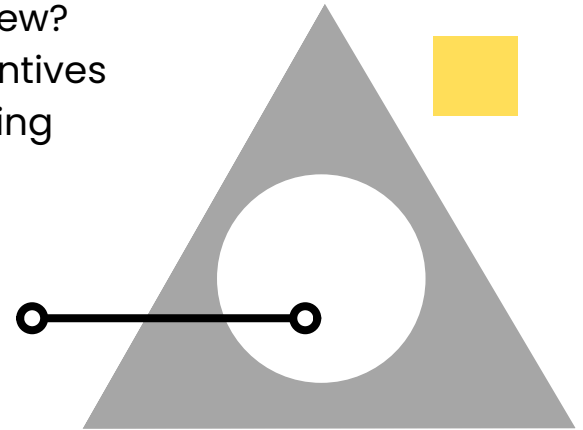
DOING BUSINESS IN FAIRVIEW

Small Business Resource Guide City of Fairview 2024



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Interested in learning more about the City of Fairview and why it might be right for your new business or location?

Visit the [City Overview webpage](#) for general information about Fairview and our [Economic Development webpage](#) for information on access, location, available incentive programs, and more.

More questions? *City staff are here to help! Call Fairview's Planning and Economic Development staff at 503-674-6206 for more information or to set up a meeting.*

About the Guide

This guide is intended to provide resources to help stimulate economic activity in the City of Fairview, with a specific focus on lowering funding, information, and technical barriers for small businesses—and particularly those owned and operated by members of historically disadvantaged groups.

The guide provides resources on starting a business, the registration and permitting process, available funding sources and financial incentive programs, culturally specific resources, and more.

WHY LOCATE YOUR BUSINESS IN FAIRVIEW?

An Emerging Market

- **Population Growth** - Between 2017 and 2023, Fairview was the second fastest growing city in Multnomah County after our neighbor Wood Village (PSU Population Estimate Reports). The City has added 350 new housing units in the last 5 years, with another 300 to be completed in 2024-2025.
- **City Investment** - Between the regional [Main Streets on Halsey initiative](#) and the City of Fairview's Urban Renewal Board, millions of dollars are being invested to develop and grow the local economy.
- **Diverse Population** - Fairview has a higher percentage of female, black/African American, and Latino residents than the Multnomah County averages (2022 American Community Survey)



Development Incentives

The City has financial incentive programs available to support new Fairview business investments, such as tenant improvements. More information is available on the following page or via the [City of Fairview Incentives & Programs website](#)

An Ideal Location

Seated on the banks of the Columbia River, with the Gorge and Mt. Hood recreation areas to the East and downtown Portland to the West, Fairview is home to an abundance of nature and park spaces including the Blue Lake Regional Park. The emerging Halsey Street is the focus of new development and City investment to create a walkable community main street connecting Fairview, Wood Village, and downtown Troutdale. Intersecting Halsey is Fairview Village, the city's walkable, mixed-use planned community with the library, post office, City Hall, Target store, and community park.



Downtown PDX
15 minutes



PDX Airport
10 minutes



Fairview



Columbia River Gorge
5 minutes



Mt. Hood
60 Minutes



Development Incentives



Incentive programs for businesses looking to open and operate in Fairview are listed on the [City of Fairview Incentives & Programs website](#) – including:

Urban Renewal Development Grant Program:

Sponsored by the Fairview Urban Renewal Agency (URA) to facilitate encourage workforce and economic development in Fairview, the [Development Grant Program](#) removes barriers that may discourage industrial, commercial, and residential mixed-use development in the urban renewal area. For more information contact Sarah Selden, Planning Manager at seldens@ci.fairview.or.us or 503-674-6242.

Enterprise Zone Tax Abatement Program: The Columbia Cascade Enterprise zone provides a 3-5 year property tax abatement on new investments within the General Industrial zone, in exchange for meeting job creation and other requirements aimed at business creation. Eligible business firms meeting the required criteria receive 100% property tax abatement on any new qualified investment within the zone boundary for three to five years. A map and criteria can be found on the City of Fairview Incentives & Programs website.

Finding a Fairview Business Location

The map below shows the Halsey corridor in Fairview, where the majority of small-business activity is conducted.

Check Loopnet.com for available properties and spaces for lease or sale. Or ask City staff, who may be aware of locations that are not listed online.



For additional city maps, including a comprehensive zoning map, please visit the city's [Map Center webpage](#).



New Business Preparation & Planning

For prospective business owners, coming up with a great idea is just the first step in getting things off the ground. There is market research and planning, as well as questions related to funding, business structure, and permitting. It can be difficult to keep on top of everything required to run a successful business. Luckily there are places to turn to find help on these pressing questions:

United States Small Business Administration (SBA) – [Business Guide](#)

This federal agency provides a wide array of helpful resources, including information on planning, launching, managing, and growing your business.

Sba.gov & (800) 827-5722



Oregon Business Xpress – [Navigate Your Business Journey](#)

Oregon State provides this informational clearing house that also includes useful resources on how to change or close business registration and licensing.

[Oregon Business Xpress](#)



New Business Registration

In order to properly pay taxes, businesses need to register with both the state and federal government:

United States Internal Revenue Service – [Employer ID Numbers](#)

Use the link provided above to submit an online application to receive an Employee Identification Number, which is used to report and pay federal employee taxes.



Oregon State Employment Department – [Business Identification Number](#)

Business owners with employees operating in the State of Oregon are required to register with the state to receive their Business Identification Number, which is used to pay payroll taxes.



Fairview City Licenses & Permits

Depending on the nature of your business, the City of Fairview requires certain licenses and permits.

Business Licensing: All businesses are required to apply for a **Regular Business License** –and if your business is operated out of your home you must also fill out a **Home Occupation Permit**. Contact the Permit Tech at (503) 674-6206.

- **Business License/Home Occupation Checklist:**
 - **Step 1 - Application:**
 - Fill out a [Business License Application](#)
 - Fill out a [Home Occupation Permit](#) if your business is operated out of your home.
 - **Step 2 - Approval:** The Fairview Planning Department reviews applications to make sure business use is allowed by zoning.
 - Because of this, it is a good idea to check on the zoning requirements of a property with City Hall *prior* to signing a lease.
 - **Step 3 - Pay Your Business License Fee:**
 - A regular Business License costs \$75 annually, unless you operate your business out of your home in which case it is \$50 annually
 - A Home Occupancy License costs \$50
 - **Step 4 - Issuance of License:** The recipient should expect the license to arrive in the mail approximately one week after approval. If not, please contact the Permit Tech at (503) 674-6206.
 - **Step 5 - Business License Renewal:** Each year the City will send a renewal application via mail. You may return the renewal application and annual fee to City Hall when complete.

Permitting

- Are you making tenant improvements or alterations to the building your business is located in?
 - If so, you will likely need to obtain a permit from the City of Fairview. Types of permits include building, electrical, plumbing, mechanical, and renewable energy. Contact the Permit Tech for assistance at (503) 674-6206.
 - In addition, if your business has unique needs related to its water or sewer usage capacity you may be required to pay additional fees. Contact the Public Works department at (503) 665-9320 if you think this applies to your business.
 - Note: if this is the case, your business may be eligible for the Urban Renewal Utility System Development Charges (SDC) Program. For more information on this program visit the [program webpage](#).
- Most permanent and temporary signs require a **Sign Permit** in certain cases, which include:
 - A-board and other temporary signs
 - Wall, window and blade signs on buildings
 - Please note that wind banner signs are not permitted

Key Local Resources

Do you need help finding funding, professional business advice, or technical assistance? The following local organizations and agencies are great places to get started for all your business assistance needs:

Mt. Hood Small Business Development Center



The Small Business Development Center at Mt. Hood Community College provides small business owners with the tools and guidance needed to become a successful part of the entrepreneurial ecosystem. They offer multiple programs and services including business advice and training on things like business resiliency, licensing and succession planning.
Phone: (503) 491-7658 Website: oregonsbdc.org/center/Mt-Hood-SBDC/

Micro Enterprise Services of Oregon



MESO brings a holistic array of services and programs to small businesses. Services include Access to Capital, Business Planning and Advising, Market Research, Individual Development Accounts (IDA), Classes and Workshops, Networking, Mentoring, and connections to local Resources and Referrals.
Phone: (503) 505-7429 Website: mesopdx.org

East County Business Bridge



The Rockwood Community Development Corporation established the East County Business Bridge to stimulate entrepreneurship in Rockwood and East Multnomah County through programs which create access to training, support, and resources for entrepreneurs.
Phone: (503) 847-9163 Website: business-bridge.org/

U.S. Small Business Administration (SBA) – Portland Office



The Portland Office of the SBA provides help with SBA services including funding programs, counseling, federal contracting certifications, and disaster recovery. We can also connect you to our partner organizations, lenders, and other community groups that help small businesses succeed.
Phone: (503) 326-2682 Website: sba.gov/district/portland

Local Chambers of Commerce

Gresham Area Chamber of Commerce

Members receive access to relationship building, educational programs and special events, advertising opportunities, and more.

Phone: (503) 665-1131 Website: Greshamchamber.org



West Columbia Gorge Chamber of Commerce

Members receive access to networking and advertising opportunities, free booth space at the Spring & Fall Marketplace Trade Shows, use of the Chamber logo on marketing materials and more.

Website: Westcolumbiagorgechamber.com



Culturally Specific Resources

The following organizations provide resources—including funding opportunities—to specific identity and economic groups:

Asian Pacific American Network of Oregon

Provides technical assistance, connections, and other resources for Asian American and Pacific Islander owned small businesses within Portland.

apano.org & (971) 340-4861



Black American Chamber of Commerce

Provides business mentoring, coaching and development centered around stability and growth.

blackamericanchamber.org & (503) 564-8933



Business Diversity Institute

Supports the growth and success of regional minority-owned and woman-owned businesses education and training, outreach, tools and research.

bdiweb.org & (503) 802-8533



Centro Cultural-Prosperidad

Offers advice on how to establish a business framework and plan, access finance opportunities, gain certification and licenses, bid for contracts, assess strategic growth, and more.

Centrocultural.org/prosperidad & (503) 336-9895



Hacienda Community Development Corporation

Provides holistic one-on-one business support with access to capital and financial coaching, branding, marketing, and direct sales opportunities in both English and Spanish.

Haciendacdc.org & (503) 595-2111



Hispanic Metropolitan Chamber

The Hispanic Metropolitan Chamber provides one-on-one technical assistance, networking sessions, and workshop for small businesses.

hmccoregon.com & (503) 222-0280



Immigrant & Refugee Community Organization

Provides culturally specific and responsive services to immigrant and refugee entrepreneurs through small business foundational training and one-on-one technical assistance.

lrco.org & (503) 954-6259



Culturally Specific Resources (continued)

Latino Business Alliance

Latino Business Alliance provides networking opportunities, business workshops, and seminars.

Latinobusinessalliance.org & (503) 931-2191



Oregon Association of Minority Entrepreneurs

Offers access to capital, mentoring, technical assistance, networking opportunities and more.

Oame.org & (503) 249-7744



Northwest Native Chamber

Provides networking opportunities, technical assistance, and resources for business growth.

Nwnc.org & (503) 894-4525



Philippine American Chamber of Commerce of Oregon

Offers networking events, technical assistance, workshops and skill development opportunities.

Pacco.org & (503) 862-6853



Veterans Business Outreach Center

Offers veteran business owners training opportunities, one-on-one coaching, referrals to resource partners, and networking events

businessimpactnw.org/veterans-business-outreach-center/
(503) 342-1032



Xcelerate Women

Offers coaching, mentorship and education to support the growth and scale of Oregon's woman-owned growth oriented businesses.

Xceleratewomen.org & (503) 454-6469



Additional Funding Resources

It takes money to start or grow a business--and to help recover from difficult times. In addition to those found in the previous section, the following resources are available to help make your business work:

Business Oregon

Business Oregon is the State's economic development agency, which administers more than 80 grant, loan, tax incentive, and other programs to further business development across the state.

oregon.gov/biz & (503) 986-0123



Comcast RISE

Provides a competitive grant program—as well as tech services and market research—to invest in small business growth and sustainability.

Comcastrise.com



Craft3

Craft3 offers access to capital, with a particular focus on providing funding for those not served by traditional financing.

Craft3.org & (888) 231-2170



Other Resources

Finally, here are a few other organizations and agencies that provide a range of valuable services:

Energy Trust

Offers advice on how to save money on utility costs by switching to renewable energy, as well as incentive programs to make the switch.

Energytrust.org & (866) 368-7878



Greater Portland

Provides no-cost assistance to companies interested in investing and growing within Greater Portland.

Greaterportlandinc.com & (503) 445-8065



State of Oregon Office of Small Business Assistance

Businesses with 100 or fewer employees can utilize this state agency when they feel they have been treated unfairly by or have unresolved questions of state agencies, boards, commissions and councils or any unit of local government.

oregon.gov/smallbusiness & (503) 986-2193

