

# 10 STEPS to starting a SMALL BUSINESS

A resource guide for Tigard Entrepreneurs



Tigard is home to a thriving business community of more than 3,200 firms. A mix of regionally and nationally renowned companies like Gerber Gear, Stash Tea and Koi Fusion all operate here.

Want to join our growing business community? Tigard's Economic Development Department can help by providing you with the tools to start, build, manage, and grow your business. While starting a new business can be overwhelming, this guide will help you on your way to turning your dream business into a reality.



CITY OF  
**Tigard**



## Zuñiga Foods

*Cecilia Zuñiga Sibelian started preparing homemade, hand-diced salsas for potlucks and family get-togethers. After a friend requested to buy four containers for a weekend party, a family-run business was born.*

## TIGARD BORN SUCCESS STORIES

## Koi Fusion

*Owner Bo Kwon, a native Tigardian who attended Tigard High School, grew up exploring unusual combinations for food. The result: a fusion food empire with a signature dish – Korean BBQ tacos.*



# 1 Plan Your Business

Unsure where to begin? Visit [www.tigard-or.gov/BizResources](http://www.tigard-or.gov/BizResources) for a list of resources to help you plan your business.

# 2 Fund Your Business

There are many tools available to help directly finance your business or advise you on ways to help pay for capital, startup and operating costs. Visit: [www.tigard-or.gov/BizResources](http://www.tigard-or.gov/BizResources) for more information.

# 3 Pick Your Location

Where you choose to locate your business depends in part on your target market and the type of business you will be operating. Before signing a lease or purchasing property for your business, contact Tigard's Planner on Duty at 503.718.2421 or [tigardplanneronduty@tigard-or.gov](mailto:tigardplanneronduty@tigard-or.gov) to ensure your business will conform to local zoning ordinances. Contacting the city about your business idea and location will also help identify any additional costs and permits that may be required.

# 4 Choose a Business Name & Structure

Use the Oregon Secretary of State's Business Name Search Tool [http://egov.sos.state.or.us/br/pkg\\_web\\_name\\_srch\\_inq.login](http://egov.sos.state.or.us/br/pkg_web_name_srch_inq.login) to check if your desired business name is available.

Learn more about business structure options at [sba.gov/business-guide/launch/choose-business-structure-types-chart](http://sba.gov/business-guide/launch/choose-business-structure-types-chart)

# 5 Register & Setup Your Business

**Federal:** Apply online for your Employer Identification Number (EIN). This allows you to report and pay federal employee taxes. Apply online: [irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online](http://irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online)

**State:** Businesses operating in Oregon must register with the State. A Business Identification Number (BIN) will be assigned to you, allowing you to report and pay Oregon payroll taxes. Register online: <http://sos.oregon.gov/business/Pages/register.aspx>

## 6 Get a City of Tigard Business License

If you want to operate a business in Tigard, you will need a business license. Business license fees are paid annually. The fee amount varies depending on the number of people you employ.

*You can apply for a Tigard business license:*

- **Online:** [www.tigard-or.gov/BusinessLicense](http://www.tigard-or.gov/BusinessLicense)
- **In Person:**  
Tigard City Hall  
13125 SW Hall Blvd.  
Tigard, Oregon 97223

## 7 Get Building Permits

Making changes to your space before opening for business? Contact the Tigard Building Department at 503-718-2439 or [tigardbuildingpermits@tigard-or.gov](mailto:tigardbuildingpermits@tigard-or.gov) to determine if building permits are necessary.

## 8 Fulfill Additional Requirements

In addition to city requirements, other local and State requirements may apply to your business. To find out what additional licenses and permits you may need, visit the Oregon Business Wizard at <http://sos.oregon.gov/business/Pages/oregon-business-wizard.aspx>

## 9 Get Insurance

Some types of insurance are mandatory (workers' compensation insurance) while others are voluntary (business insurance). Visit [www.tigard-or.gov/BizResources](http://www.tigard-or.gov/BizResources) for more information.

## 10 Take Advantage of Local Incentives

Tigard offers competitive incentives to encourage business growth and expansion.

**Urban Renewal Matching Funds:** Matching fund grants to make improvements to businesses in the City Center Urban Renewal district. More info: [www.tigard-or.gov/EcDevIncentives](http://www.tigard-or.gov/EcDevIncentives)

**Tigard-Lake Oswego**

**Enterprise Zone:** This program offers a 100% tax abatement for three to five years on new capital investments for qualifying firms that increase employment by 10%. More info: [www.tigard-or.gov/EnterpriseZone](http://www.tigard-or.gov/EnterpriseZone)



### Rose City Distilling

*Rose City Distilling is creating something special at their distillery and tasting room on Durham Road. They started with three signature beverages – Indio Silver, Marionberry, and Lemongrass Lime vodkas – and now offer a full shelf of award-winning spirits.*

## TIGARD BORN SUCCESS STORIES

### Jeffrey Allen Home Gallery

*Established in 1998, this collection of Asian artifacts, antiques, and furniture reflects owner Allen Luong's love for horticulture, history, and his dedication to bringing warmth into the homes and gardens of his community.*



# Visit Tigard's Economic Development Department

Our website has more resources to help you start and grow your business.

[www.tigard-or.gov/EcDev](http://www.tigard-or.gov/EcDev)

## Still have questions?

Contact Tina Escalera

Economic Development Specialist

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City of Tigard • COMMUNITY DEVELOPMENT

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