

## DEVELOPMENT CONTACT INFORMATION

### City of Astoria:

Astoria Planning Division	503-338-5183
Astoria Building Codes Division	503-325-1004
Astoria Engineering Division	503-338-5173
Astoria Finance Department	503-325-5821

### Clatsop County:

Assessment and Taxation	503-325-8522
Electrical Building Permits Division	503-338-3697
Public Health (including food service)	503-338-3600x1927

### Local Utilities:

Pacific Power	866-870-3419
Northwest Natural Gas	800-422-4012
CenturyLink	877-744-4416
Charter	888-438-2427
City of Astoria Water and Sewer	503-325-5172
Western Oregon Waste	503-861-0578

### State of Oregon:

DEQ Portland	503-229-5263
Dept. of Licensing	503-986-2200
Dept. of Revenue	503-378-4988
Dept. of Transportation – Astoria Office	503-325-7222
Water Resources	503-842-2413x119
Dept. of Agriculture (food service)	503-325-8086
Oregon Liquor Control Commission	503-861-3912
Business Information Center	503-986-2200
Oregon Employment Dept.	503-325-4821

### Other:

Clatsop Economic Development Resources	503-338-2342
Astoria-Warrenton Chamber of Commerce	503-325-6311
Astoria Downtown Historic District Assn.	506-791-7940
Business Oregon	503-986-0123



## HOW TO CONTACT US

**Building Codes Permit Technician**.....503-325-1004  
buildingdivision@astoria.or.us

**Building Official**.....503-325-1004  
buildingofficial@astoria.or.us

**Administrative Assistant**.....503-338-5183  
comdevadmin@astoria.or.us

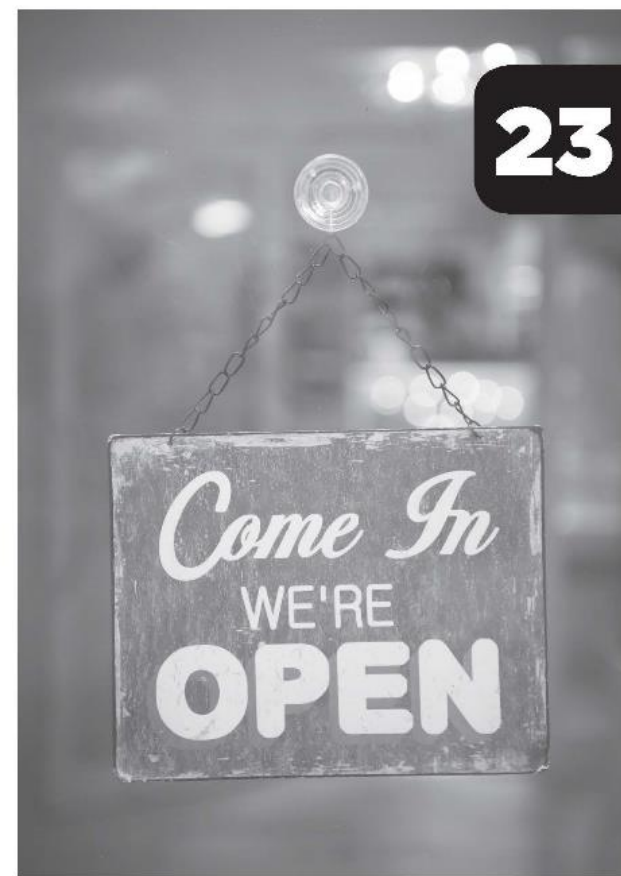
**City Planner** .....503-338-5183  
planner@astoria.or.us

**Community Development Director** ...503-338-5183  
comdev@astoria.or.us



**CITY OF ASTORIA**  
Founded 1811 • Incorporated 1856

**Community Development Department**  
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buildingdivision@astoria.or.us



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# Want to Start a Business in Astoria?

[www.astoria.or.us](http://www.astoria.or.us)

## KEY INFORMATION REGARDING STARTING A BUSINESS IN ASTORIA

If you are looking to locate a new business in the City of Astoria, this brochure will help you get started. Keep in mind, no two developments are the same, and your site may have unique attributes. However, the City of Astoria is eager to support new business development and is here to help you.

Throughout the process of starting your own business, you may come across questions or concerns that are difficult to address. The agencies listed below are a partial list of those who are willing to assist you in understanding the local business community.

Clatsop Economic Development Resources	503-338-2342
Astoria-Warrenton Chamber of Commerce	503-325-6311
Astoria Downtown Historic District Assn.	503-791-7940
Business Oregon	503-986-0123

The staff at Clatsop Economic Development Resources, in particular, can be very helpful to someone starting a new business in Astoria. They offer a number of services, including assistance with business plan development.

Once you have a business plan and have selected some possible properties on which you would like to site your business, the following questions should be some of the first you consider.

### 1. WHERE IS THE PROPERTY LOCATED?

For all of the information in this brochure to apply to you, your business must be located within Astoria city limits. So, the first step is to verify if the property is within the city limits of Astoria. If it is, you will be coordinating with the City of Astoria, and in some instances, Clatsop County, to plan, license, permit, and open your business. A map of the Astoria city limits can be found at the City

of Astoria's website ([www.astoria.or.us](http://www.astoria.or.us)) under the Astoria Maps (GIS) link. You may also call the Astoria Planning Division at 503-338-5183 to speak to a staff person who can verify the property location.

### 2. WHAT IS THE ZONING OF THE PROPERTY AND DOES IT PERMIT YOUR PROPOSED USE?

Once you have verified that the property is located within the city limits of Astoria and have determined the types of business activities you wish to conduct on the property, you should next check with the Astoria Planning Division to ensure that your use or activity complies with the applicable zone and zoning regulations. Zoning in Astoria delineates the uses allowed on properties, depending on the zoning, your particular business may, or may not, be allowed. Zoning also includes certain requirements, such as building height, size of lots, setbacks to property lines, parking, signage, and other provisions. You can check the Astoria Development Code and Zoning Map at the City of Astoria's website ([www.astoria.or.us](http://www.astoria.or.us)) under the Astoria Maps (GIS) link. If you need assistance verifying these items, call the Astoria Planning Division at 503-338-5183 early in the process to avoid any unnecessary delays.

### 3. IF I AM DOING CONSTRUCTION, WHICH BUILDING CODES WILL I NEED TO MEET? DO I NEED TO OBTAIN PERMITS FOR CONSTRUCTION?

When you have verified that the zoning of your property and the proposed use of your business are compatible, you should contact the City of Astoria Building Codes Division (503-325-1004) to help you determine which building permits and

approvals you will need. Permits are typically required for all new construction as well as for specific alterations to existing buildings. These alterations include new walls, changing the use of a space or building, new signs, structural repairs or changes, most interior alterations, and most plumbing, mechanical, and electrical changes. The City of Astoria Building Permits Division can help you determine which permits you may need for plumbing, mechanical, and structural changes. Clatsop County should be contacted for information on electrical permits, as they regulate this type of permit within the Astoria city limits. The Clatsop County website ([www.co.clatsop.or.us](http://www.co.clatsop.or.us)) has information on when electrical permits are needed and how to obtain them.

If your construction project will include any grading of soil on the site or is near a known geologic hazard, a Grading and Erosion Control Permit may be required. For information on the Grading and Erosion Control Permit, contact the Astoria Engineering Division at 503-338-5173.

The City of Astoria has compiled a series of informational brochures to help you determine if you will need some of the more common permits. These are available both on the City's website ([www.astoria.or.us](http://www.astoria.or.us)) under the Community Development Department link and in the front lobby of Astoria's City Hall.

Certain types of construction may require additional permits, such as design review, flood elevation certification, shoreland environmental impact review, etc. Contact the Planning Division at 503-338-3183 for more information.



**4. DO I NEED A BUSINESS LICENSE TO HAVE A BUSINESS IN ASTORIA?**

In order to have a business, an office, or conduct any type of business operations within the city limits of Astoria, you will need to obtain an Occupational Tax/Business License. The cost of the license is determined by the number of individuals employed, including owners, officials, full-time, and part-time employees. Applications can be found on the City of Astoria's website ([www.astoria.or.us](http://www.astoria.or.us)) under Forms & Permits, Finance Department. Forms can also be obtained from the Planning Division on the first floor of Astoria City Hall.

**5. ARE THERE ANY OTHER TYPES OF PERMITS I SHOULD KNOW ABOUT FOR MY BUSINESS?**

Prior to installing signage for your business, a sign permit will need to be obtained from the Astoria Planning Division. Additionally, if a business wishes to locate portable signs, tables, and/or chairs on public sidewalks, permits for these items will also need to be obtained from the Planning Division. There could be other permits needed depending on the nature and/or location of your proposed business. When making inquiries about starting a business, City staff will let you know if any other permits are required. If you have any questions, contact the Planning Division at 503-338-5183.

**6. ARE THERE ANY OTHER ISSUES I SHOULD BE AWARE OF WHEN STARTING MY BUSINESS?**

If you are a restaurant, or will be serving or handling food, please contact: Clatsop County Health Department – Environmental Health, 503-338-

3600x1927 and Oregon Department of Agriculture – Food Safety, 503-325-8086.

If you will be serving or selling liquor as a part of your business, a liquor license from the Oregon Liquor Control Commission (OLCC) will need to be obtained. To start the process, you will need to contact OLCC. Once the liquor license application has been processed by the OLCC, the application will need to be submitted to the City of Astoria Finance Department for City review. The application will be reviewed internally and will be scheduled for consideration at a City Council meeting. For questions about the liquor license process, contact OLCC at 503-861-3912 or the City of Astoria Finance Department at 503-325-5821.

If your business site abuts a State of Oregon maintained highway and you have questions about driveway locations, contact Oregon Department of Transportation Permit Office, 503-325-5853.

**7. ARE THE UTILITIES SET UP CORRECTLY FOR MY BUSINESS NEEDS?**

Check your site to ensure that it is capable of providing the type and amount of utilities you will need. You may need to connect to a certain utility, or upgrade the size of your connection. For questions regarding this, contact the appropriate service provider using the numbers provided on the front page of this brochure under Development Contact Information.

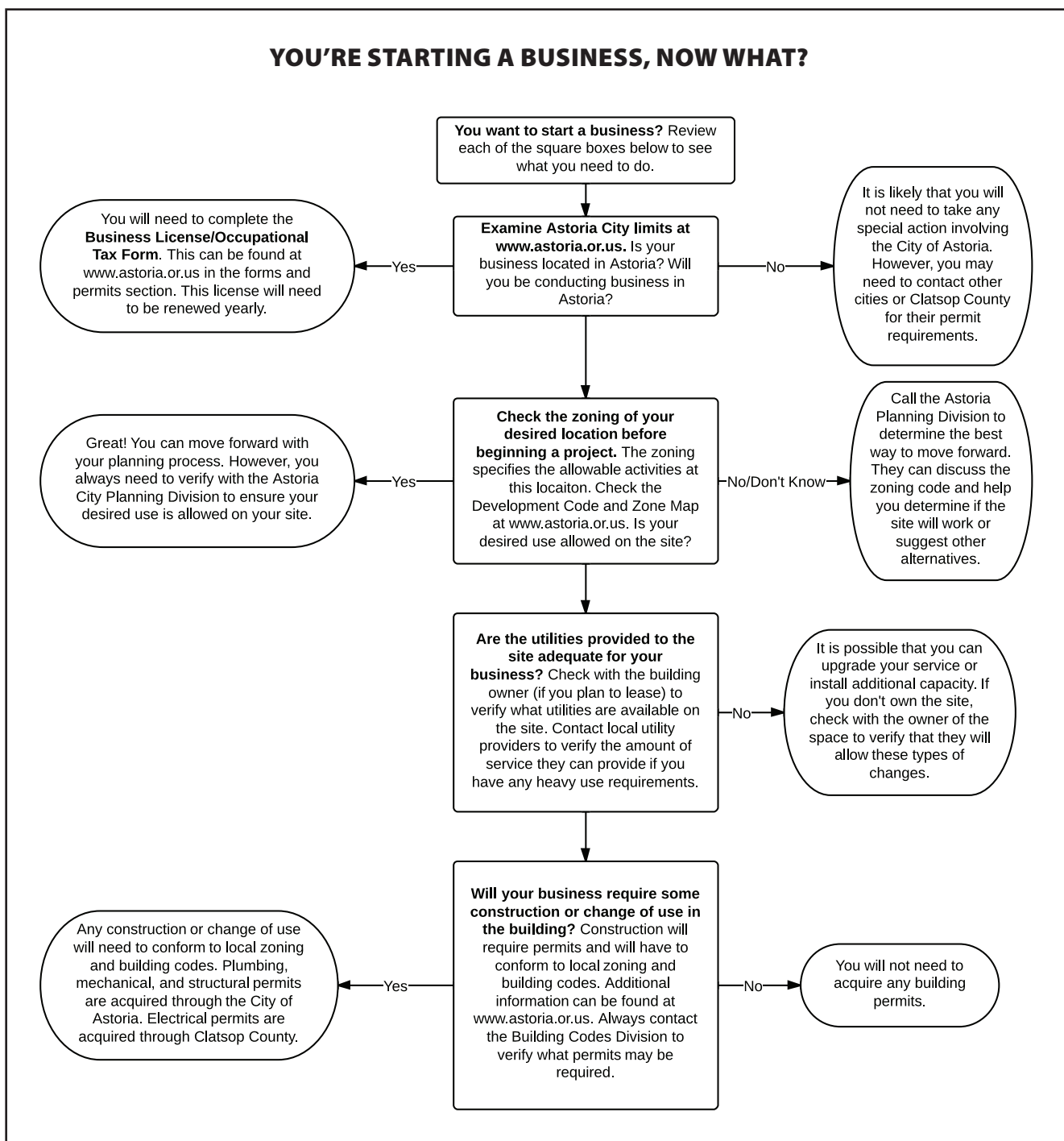
**8. MY BUSINESS IS GOING TO BE DOWNTOWN – ARE THERE PARKING CONSIDERATIONS?**

Parking in the downtown is regulated Monday through Saturday from 10:00am to 4:30pm. A

parking district map can be found at the City of Astoria's website ([www.astoria.or.us](http://www.astoria.or.us)) under Finance Department. The intent of the parking regulations is to provide parking for customers by requiring employees to park outside of the parking district. If your site is located in the Downtown Parking District, you must complete the Downtown Employee, Student, Resident Parking Vehicle Data form, which is a part of the Occupational Tax/Business License application.

**9. DOES THE CITY HAVE ANY FINANCIAL OR OTHER AIDS AVAILABLE TO HELP WITH MY BUSINESS?**

Depending on your location, there may be grant and/or loan opportunities available through the City of Astoria and/or State of Oregon. Some of these include façade renovation grants, historic restoration grants, etc. Contact the City of Astoria Planning Division at 503-338-5183 for additional information.



**ABOUT US**

The Community Development Department is responsible for economic development, land use planning, zoning administration, building inspection, and historic preservation. The Department provides staff support to the Planning Commission (APC), the Historic Landmarks Commission (HLC), the Design Review Committee (DRC), and the Traffic Safety Advisory Committee (TSC).

The Department administers both the City Comprehensive Plan and the Development Code. The Department also administers the City's Building Inspection Program.

For further information please visit our website at [www.astoria.or.us](http://www.astoria.or.us).

