



Shady Cove Guide to Opening a Business

Further Assistance

If you would like more information on opening a business, call 541-878-8204, email djermain@shadycove.org, or write:

City of Shady Cove
22451 Highway 62
PO Box 1210
Shady Cove, OR 97539

Ordinances governing businesses are contained in various articles of the City of Shady Cove Code of Ordinances. The information in this brochure is general in nature and should not be substituted for the requirements as established in the Code. Copies of the entire code or specific sections are available upon request and at our website www.shadycove.org.

Welcome to the Planning Department.

We are committed to the success of our community.

We provide professional services and expertise in the fields of Planning, Building, Safety, and Engineering.

We strive to treat each of our customers fairly and equitably.

We will assist you in a timely, professional and courteous manner.

Planner

Rowan Fairfield – 541-878-8202

Utility Billing/Business Licenses

Sierra Gradney – 541-878-8206

Planning Technician

Debby Jermain – 541-878-8204



**A checklist for
potential new
businesses**

Shady Cove has a vibrant economy, and the city encourages new businesses to locate here. This brochure will tell you what permits and licenses may be required for your business.

Application for Business License

All for-profit businesses operating within City limits require an application for business license. An annual fee is charged based on the number of employees.

Other permits are required for peddlers, and for selling goods temporarily, such as from a cart, trailer or tent.

Development Permit

All development in the General Commercial (GC) zoning district will require a site plan review. In addition, a change in use will require a site plan review:

- Construct a new building
- Expand an existing building
- Make site improvements to a property such as creating a new parking area or altering a landscape area
- Change the type of use on that site

Home Occupation Permit

If you plan to conduct a business out of your home, you will need a home occupation permit. The permit contains specific restrictions on how the business may be operated.

Building Permit

If you need to make physical alterations as part of your business, you may need a building permit. Building permits are required when you:

- Construct a new building.
- Expand an existing building.
- Remodel the interior or exterior of a building.
- Change the "occupancy" class of a building such as changing from a retail building to an auto repair shop.

Fire and Life Safety Requirements

If you are starting a business, building or remodeling, you will need to meet fire and life safety requirements dealing with items such as fire extinguishers, exits, locking devices and occupant loads.

Sign Permits

If you erect any sign, including signs painted on a building, you must first acquire a permit. Regulations include installation, number, size, type and location of signs.

Environmental Health

Businesses such as restaurants, motels, hotels, bed and breakfast inns, day-care facilities and swimming pools need health permits.

State and Federal Licensing

Some businesses may require state or federal licensing such as nursing homes, day-care facilities, or contractors.

For information, contact the appropriate state or federal agency.

System Development Charges

Some businesses will be required to pay SDC's.

CHECKLIST

- ___ Planning Department
- ___ Site Plan Review
- ___ SDC's
- ___ Business License
- ___ Building Permit
- ___ Sign Permit