

Business/Technical Resources

Forest Grove Economic Development Department

The City's access point for information on starting and operating a business.

(503) 992-3293

www.forestgrove-or.gov/econdev

Forest Grove Library

Provides print and online database resources for businesses. (503) 992-3247

www.forestgrove-or.gov/library

Forest Grove Chamber of Commerce

Chamber members, volunteers, and staff that work to enhance local businesses and the community. (503) 357-3006

www.visitforestgrove.com/

Portland SCORE

Knowledgeable volunteers who provide free counseling and low-cost business workshops to small business owners, managers, and entrepreneurs. (503) 326-3441

www.portlandor.score.org/

Small Business Development Center (SBDC)

Staffed with experienced business instructors and counselors, SBDC offers workshops, one-on-one counseling and a variety of tools to help individuals start and grow their businesses.

(971) 722-5080

www.bizcenter.org/

Secretary of State Corporate Division

Manages the operation of business in Oregon, including registration and tax filing, as well as information on business taxes for the State, and business guides.

(503) 986-2200

www.filinginoregon.com/

Oregon Entrepreneurs Network (OEN)

A statewide provider of information for entrepreneurs, including on how to find investors and obtain business capital. (503) 222-2270

www.oen.org

Business Oregon Department

State agency works with public and private partners to provide business tools, resources, and services to create, expand and attract businesses that provide living wage jobs.

(503) 986-0123

www.oregon4biz.com/

Adelante Mujeres

A local nonprofit organization that promotes Latino business ventures. Services include English/Spanish translation, business education, and development. (503) 992-0078

www.adelantemujeres.org/

Oregon Association of Minority Entrepreneurs (OAME)

A nonprofit organization that promotes minority-run business in Oregon and Southwest Washington. OAME provides business information, services, and access to capital.

(503) 249-7744 www.oame.org

Mercy Corps Northwest

Regional nonprofit organization providing classes, seminars, online resources, matches to savings, and small loans to small businesses.

(503) 896-5070

www.mercycorpsnw.org

Small Business Administration (SBA)

U.S. agency that provides business resources and information, for small businesses.

(503) 326-2682

www.sba.gov/offices/district/or/portland

Utility Services

Light and Power

(503) 992-3221

www.forestgrove-or.gov/lp

Water and Sewer

Forest Grove and Clean Water Services (503) 992-3221

<https://goo.gl/5DfsBZ>

Natural Gas

Northwest Natural

(503) 226-4211

www.nwnatural.com

Solid Waste / Garbage

Waste Management Services (503) 249-8078

www.wm.com

Telecommunications / Internet

Frontier Northwest

(877) 462-8188

www.frontier.com

Comcast

(866) 845-1122

www.comcast.com

STARTING AND OPERATING A BUSINESS IN FOREST GROVE

2019



For additional information, please contact
Forest Grove Economic Development
(503) 992-3293
www.forestgrove-or.gov/econdev

Forest Grove Economic Development
City Hall
1924 Council Street
P.O. Box 326
Forest Grove, Oregon 97116-0326

The Essentials

Selecting a Business Form

Various organizational structures exist for business, one of which must be chosen, according to liability and/or tax considerations. See bit.ly/busXpress or bit.ly/structuresba.

Business Name & Registration

Every business requires a legal name, determining if it needs to be registered with the Secretary of State Corporation Division at (503) 986-2200. For name availability: www.filinginoregon.com. To register with the State, you must submit an application and a nonrefundable processing fee to the Business Registry at secure.sos.state.or.us/cbrmanager

City Business License

Businesses and persons (including home businesses), doing business within the City of Forest Grove must obtain a business license each year: <https://goo.gl/asZbaC>

Federal tax identification number

An employer identification number (EIN), is mandatory, except for sole proprietorships with no employees. This requires the SS-4 Form: www.irs.gov/pub/irs-pdf/fss4.pdf, or (800) 829- 3676

Other Licensing and Permits

Location, Zoning, and Building Requirements

Acquiring a building or piece of property for business, relocating an existing business, or making additions to an existing business requires proper zoning. Business activities are determined by the Planning Department: goo.gl/YAh1u2 or (503) 992-3227.

Building Permits

For additions, improvements, or new constructions, it is necessary to obtain a building permit. See goo.gl/YFjQRG or (503) 992-3244

Professional / Occupational Licenses

Oregon requires many businesses to obtain special licensing, permits, or certifications from agencies or boards. See licenseinfo.oregon.gov/, or (503) 986-2200

Restaurant Licenses & Food Handling Permits

Washington County requires restaurants to be licensed. Employees that prepare and serve food in a restaurant or food service facility must pass a food handler test. See goo.gl/E3nCgv or (503) 846-8881

Contractor / Landscaper Licenses

Metro offers a regional contractor's business license that covers commercial and residential construction trades, and all landscape contractors. A business license (without the usual fee) must still be filled out and submitted to the City goo.gl/dRxfYf or (503) 797-1620

Taxes and Insurance

Federal Income & Payroll Taxes

After filing an EIN, employers are sent unemployment tax reporting forms. See goo.gl/qVLCGi or (800) 823-1040

Income/Corporate Taxes

All businesses pay federal taxes, according to business type.

Payroll Taxes

Payroll withholdings for taxes and social security and Medicare taxes are taken out of employees pay. See goo.gl/JK4eCb or at (800) 823-1040

Business Personal Property Tax

In Oregon, property exceeding \$12,500 in value is taxed. The Washington County Assessor's Office requires all businesses file annual reports, including information on property on the business site, in storage, and for sale. See the County Assessor: goo.gl/UvZnf6 or (503) 846-8741

Self-Employment Taxes

Are taxes paid by the self-employed, including their contributions to Social Security and Medicare taxes. See: goo.gl/jq6YaZ or (800) 829-1040 and the Department of Revenue: www.oregon.gov/DOR, or (800) 356-4222

Tri-Met Self Employment Tax

Administered by the Oregon Department of Revenue, this tax on employers and the self-employed provides revenue for mass transit. www.trimet.org/taxinfo/ or (800) 356-4222

State Tax Requirements

Income/Corporate Taxes

These taxes will vary depending on the structure of the business. See goo.gl/x16cKj or (800) 356-4222

Payroll Taxes

Oregon Employers file a Combined Employer's Registration form, for tracking of state reports and payments, such as employee withholdings, See goo.gl/GzxBLp or (800) 356-4222.

Unemployment tax: goo.gl/Mm8CdE or (503) 731-4276, Workers' benefit fund assessment: oregon.gov/dcbs/pages/wbf.aspx

Insurance

Worker's compensation insurance is generally required: wcd.oregon.gov/, or (800) 452-0288 Health insurance information can be found at: goo.gl/wGCb8d, or (800) 542-3104

Business insurance information is at: goo.gl/UiF8uV or (503) 326-2682

