



Operating a Business in Hillsboro

A Local Resource Guide

City Business License

The City of Hillsboro requires business licenses for all business operating within the City limits, including commercial, home and out-of-city locations. To obtain an annual license, an application and fee is required and takes about 10–12 business days to process. For more information, call the Finance Department at 503–681–6100 or <http://www.ci.hillsboro.or.us/finance>.

Food Service/Restaurant Industry – Washington County Department of Health & Human Services regulates the Food Service and Restaurant industry for the county. This department provides information on health procedures, bed and breakfast licensing and the Department of Health and Human Services also conducts food handlers testing programs, restaurant inspections, and food service plan reviews. Contact the Health & Human Services Department at 503–846–8722 or <http://www.co.washington.or.us>.

Construction and Landscape Contractor's Business License – If your business is located in Hillsboro, a city license is required. In addition, Metro, the area's regional government, offers a single license, which allows contractor's to do business within 19 different cities. It covers all construction trades, commercial, residential, and landscape contractors. Qualified applicants pay a non-refundable fee and the license is valid for 12 months. Applications and additional can be obtained at Metro by calling 503–797–1620 or online at <http://www.metro-region.org>.

Permits

Home Occupation Permit – The City of Hillsboro requires every home-based business to obtain a Home Occupation permit, excluding garage sales, family daycare of up to 12 children or adults, or residential/adult foster homes caring for up to five adults. The permit process includes an application form and approval by the Planning Department. Permits are valid as long as an active City business license is maintained, providing the home occupation continues to comply with City zoning ordinances and any conditions of approval attached to the permit. For questions or an application, contact the City of Hillsboro Planning Department at 503–681–6153.

Obtaining a business name – Refer to the information on the Oregon Business Guide.

Business Zoning – Prior to finalizing allocation for conducting business, it is advisable to contact the City's Planning Department. Generally, there are three types of zoning: residential, commercial, and industrial. The Planning Department determines what type of business activity is authorized within a specified area. Business signage must also be reviewed and approved. For more information, contact the Planning Department at 503–681–6153 or planning_department@ci.hillsboro.or.us.

Taxes

Business Income Tax – There is no business income tax in the City of Hillsboro or Washington County. All businesses are responsible for meeting tax obligations to the state and federal government. Please contact the State of Oregon at <http://www.oregon.gov> and the U.S. Internal Revenue Service at <http://www.irs.gov>.



Personal Property Tax – All businesses are required to file an annual personal property tax report with Washington County assessor's office. The report should include all personal property on the business premises at the assessment date as well as property placed in storage or held for sale. For information, contact the Washington County Assessment and Taxation Department at 503–846–8741 or www.co.washington.or.us.

Tri–Met Tax – The transit tax program provides revenue for mass transit. This program is administered by the Oregon Department of Revenue for the Tri–County Metropolitan Transportation District (Tri–Met). The tax applies to both employers and the self–employed. Taxes are reported and paid quarterly. For additional information, please visit the Oregon Department of Revenue at <http://www.dor.state.or.us/withhold/transit.html>.

Federal Taxes – All businesses, except certain sole–proprietors, are required to obtain a federally issued Employer Identification Number (EIN). This process is mandatory for all employers.

Contact the IRS at 1–800–829–1040 or <http://www.irs.gov/businesses/index.html>

State Taxes – Employers are required to file a Combined Employer's Registration form with the Oregon Department of Revenue to obtain a Business Identification Number (BIN). This BIN is used to report and pay payroll taxes and assessments administered by the Oregon Department of Revenue. Contact the Department at 503–945–8091 or <http://www.dor.state.or.us/withhold/bus.html>.

Business Assistance

Oregon Business Guide – This state–based publication combines information and regulations from six state agencies into one document to simplify the process of starting a business in Oregon. This guide covers information on registering a business name, and setting up a business structure, permits, Federal ID numbers, workers compensation, and sources of business assistance. To receive a copy call the Oregon Corporation Division at 503–986–2200 or go to <http://www.filinginoregon.com/obg>.

The Workforce Alliance – The Workforce Alliance, a group of public Washington County employment and training organizations, provides customized recruitment, training, retention, and outplacement services to meet business needs. They offer business a single point of access to a wide variety of employment services. For information, contact the Workforce Alliance at (503) 533–2946 or www.workforceallianceonline.org.

Small Business Development Centers (SBDC) 20 Oregon Biz Centers (SBDC) are located throughout Oregon and provide a variety of services to help small businesses, including:

- Small Business Workshops: provide information on getting started, financing, marketing, general management, developing a business plan, accounting, and record keeping.
- Business Advise: free, confidential counseling to small/start–up businesses.
- Library and Resource Center: contains over 300 business start–up guides, resource material and forms.
- Specialized Training, including: Contractors Management Series – covers educational requirements for registration or renewal of a contractor's license.

For more information, please contact 503–978–5080 or <http://www.bizcenter.org/portland>.

Small Business International Trade Center SBITC has experienced professional staff who provide comprehensive services and resources to assist businesses in all aspects of international trade. Some of the services and resources that SBITC provides include:

- Seminars: Seminars cover topics such as international trade basics to courses on the major activities, disciplines, and functions of exporting.



- **International Business Management Program:** A certificate program designed to provide greater awareness and practical knowledge of how to succeed in international business.
- **Counseling:** One-on-one assistance to businesses on the techniques, procedures, and strategies of international trade.
- **Market Research Assistance:** Education about the export markets and trade practices of foreign countries and assistance in the development of distribution contacts. Contact the Small Business International Trade Center at 503-274-7482 or <http://www.internationaltrade.pcc.edu>.

Oregon Office of Minority, Women, and Emerging Small Business. The OMWES assists minority and woman-owned businesses, and emerging small businesses with targeted government contracting opportunities through a "one-stop" certification program. For information, contact 503-947-7922 or <http://www.cbs.state.or.us/external/omwesb>. Oregon Association of Minority Entrepreneurs (OAME) OAME is a non-profit organization promoting and developing entrepreneurship and economic development for ethnic minorities in the state of Oregon. Services include: technical assistance, access to capital, matching capability with opportunity, administrative services, and information and networking. For more information, please contact OAME at 503-249-7744 or <http://www.oame.org>.

Greater Hillsboro Chamber of Commerce. The Chamber promotes business prosperity and a healthy community by providing information, services, and advocacy for its members. Membership to the Chamber provides essential opportunities for business promotion and networking, in addition to special support for entrepreneurs, home-businesses, and Latino business. For more information on the services available through the Chamber and how to become a member, please call 503-648-1102

Local Utility Services

- **Water** City of Hillsboro 503-681-6163 <http://www.ci.hillsboro.or.us/water>
- **Sewer** Clean Water Services 503-846-4500 <http://www.cleanwaterservices.org>
- **Electricity** Portland General Electric 503-228-6322 <http://www.portlandgeneral.com>
- **Natural Gas** NW Natural 503-226-4211 <http://www.nwnatural.com>
- **Garbage** For information on local service, please call 503-846-8609 Solid Waste and Recycling Division of Washington County