HOW TO OBTAIN A BUSINESS LICENSE

THE CITY OF TROUTDALE OREGON EST. 1907

I want to start or locate a business in Troutdale!

1. Email the City of Troutdale Planning Division with information on your business and where you want to locate it (alex.lopez@troutdaleoregon.gov)

2. Planning reviews this information and determines any requirements. They will provide these to you via email.

Do you have any Planning requirements to satisfy?

- NO → 4
- YES ↓

3. Work with the Planning Division to satisfy any requirements

4. The Planning Division will provide your information to the Building Division (ben.gardner@troutdaleoregon.gov) for next steps

5. Building reviews this information and determines any requirements. They will provide these to you via email.

Do you have any Building requirements to satisfy?

- NO → Community Development will provide you approval documents via email
- YES ↓

6. Work with the Building Division to satisfy any requirements

7. Approval documents will be provided to you via email after approval of the final Building inspection

8. Provide your completed business license application with approval documents attached to City Hall via email (kelley.graham@troutdaleoregon.gov), or in person at 219 E Historic Columbia River Hwy

9. Once you receive your approved business license from City Hall, you are ready to open!