

New Businesses



I want to start a new business, or bring my business to Millersburg. Where do I start?

Great! Millersburg loves new businesses. The City does not currently have a business license requirement.

You need to start by finding your zone and checking the permitted uses in that zone. If the use is not listed, you probably can't do it. If it is listed, you might need to get a Land Use Permit before you start.

What's a 'Land Use Permit'?

A Land Use Permit allows the City to review what you propose to do and see if it matches all the standards from the City Code. This requires an application, a staff report, and hearing before the Planning Commission. A Site Plan Review is the application that would be used but sometimes a Conditional Use Permit is needed also. Look below to see if you need one.

When do I Need a Land Use Permit for my New Business?

- New construction needed.
- Site and buildings exist, but have been vacant more than a year.
- Not changing the site, but the TYPE of use is different than what was there before.

Land Use
Permit
Required

- No new construction needed.
- Site and buildings exist AND have been vacant less than a year.
- The use proposed is similar to what was there before.

NO Land
Use Permit
Required

Can I get a Variance?

Probably not. Variances cannot be used for types of uses, only physical constraints. A variance can only be used when there is something limiting on the property, like a stream or a hill that prevents you from being able to use the site. It's used when you can't meet setbacks or some other numerical requirement. It's not a tool that lets someone ask for different uses in a zone. If you are not listed, but think you should be, talk to staff.



What Code Sections Does This Come From?

Chapter 5.05 regulates Site Development Review; Chapter 5.04 regulates Conditional Use Permits. The zone you want to be in will tell you if a CUP is required also. Standards also apply and those are found in Chapter 3. Chapter 5.15 regulates "Similar Uses."

What about a Home-Based Business?

That's a different set of rules. Right now you do not need a *Land Use Permit* for a Home Occupation, or any kind of building permit or license (from the City).

Building permits would apply if you needed to build anything for your business, including a shop.

However, there are standards that you need to follow, and they limit what you can and can't do at home. Basically everything needs to be done indoors and you can't have more than one (1) person at a time visiting your house. No staff is allowed except those living at the house. Strict storage rules apply as well.

See Chapter 3.13 and 5.13 for more details.

Do you have Contact Info for Utilities?

Start with Millersburg City Hall to set up your Water and Sewer account: (458) 233-6300

Power is provided by Pacific Power:
(888)-221-7070

Garbage is provided by Republic Services:
(541) 928-2551

Natural gas is provided by Northwest Natural:
(800) 422-4012

