



MILWAUKIE NEW BUSINESS CHECKLIST

Is entrepreneurship
for you?

- Are you a self-starter?
- How well do you get along with different personalities?
- How good are you at making decisions?
- Do you have the physical and emotional stamina to run a business?
- How well do you plan and organize?
- Is your drive strong enough?
- How will the business affect your family?



Plan
your business



Launch
your business



Manage
your business



Grow
your business

If you live in the City of Milwaukie (97222) and want to start a new business, please consider the following:

- Take a [Free Business Basics class](#) at Clackamas Community College to learn about what it takes to start up and successfully operate your own business.
- Confirm that your proposed location complies with local zoning codes by contacting the Planning Department at (503)786-7630 or planning@milwaukieoregon.gov
- Determine permits and inspections that will be needed for your location by contacting the Building Department at (503)786-7623 or building@milwaukieoregon.gov
- Check with local utilities to ensure prompt delivery of service.
- Start Market Research and Draft a Business Plan of the existing competition and demand for your business with free help from [SCORE](#).
- Fill out the [City's Business Registration Application](#)
- Identify Financing through a free one hour advice session with [MESO](#) or [Mercy Corps Northwest](#). Make sure you have at least 6 months of rent before opening your business.
- Meet with the [Lewis and Clark Law School's Small Business Legal Service](#) for free assistance **patenting your idea**, **lease review** and any other regulatory compliance. Different licenses may be required depending on your line of business.
- Submit your Income and Personal Property Tax information with a free one hour session with a professional business adviser at [Portland Business Alliance](#).
- Meet with [CASH Oregon](#) to file your federal and state taxes for free.
- Continue to train yourself as a small business owner by attending the \$25 (or free if you are a member) [Business Education Series](#) at the North Clackamas Chamber.

Access the links in this document on the pdf version online at www.milwaukieoregon.gov/economicdevelopment

ADDITIONAL OPPORTUNITIES FOR UNDERSERVED COMMUNITIES

WOMEN BUSINESS OWNERS

The [Women's Business Center at Mercy Corps NW](#) assists for free motivated low-income women improve their lives through starting or expanding a small business.

VETERAN BUSINESS OWNERS

The [Veterans Business Outreach Center](#) offers free business counseling, coaching and training workshops.

NATIVE AMERICAN BUSINESS OWNERS

The [Native American Youth and Family Center \(NAYA\)](#) provides one-on-one and classroom business education and supports vendors through its marketplace and powwow.

The [Oregon Native American Chamber \(ONAC\)](#) provides free support and connection to Native American business mentors.

AFRICAN AMERICAN BUSINESS OWNERS

The [African American Chamber of Commerce of Oregon](#) offers free assistance, mentoring and referral to assist in the starting, developing or expanding of business.

ASIAN PACIFIC AMERICAN BUSINESS OWNERS

The [Asian Pacific American Network of Oregon](#) staff can help you navigate available small business resources for free.

LATINO BUSINESS OWNERS

The [Hispanic Metropolitan Chamber of Commerce](#) assists businesses free of charge on business start-up, business expansion, development of business plans, addressing financing and insurance issues, developing of marketing materials and many other services.

The [Hacienda Community Development Corporation](#) promotes the accelerated growth of minority-owned food businesses from startup to traded sector.

FORMERLY INCARCERATED ENTREPRENEURS

Mercy Corps NW runs the [Entrepreneurship Training for Incarcerated Women](#) within 18-24 months of release, and provides them with business planning and training.

FOR ALL ENTREPRENEURS

The [Immigrant and Refugee Community Organization \(IRCO\)](#) connects business owners with advice and support.

[Micro Enterprise Services of Oregon \(MESO\)](#) provides financing, matched savings, market research and tailored one-on-one business advising.

The [Government Contract Assistance Program \(GCAP\)](#) provides free counseling on every aspect of federal, state and local government contracting.

[The Oregon Association of Minority Entrepreneurs \(OAME\)](#) is able to provide free one-on-one counseling to business owners from designing a business plan, marketing, budgeting to location and financing.

The [U.S. Small Business Administration \(SBA\) office in Portland](#) provides free financial counseling.

MORE INFORMATION | HABLAMOS ESPAÑOL

Visit: www.milwaukieoregon.gov/economicdevelopment or contact:

Community Development Department

503-786-7600 | CommunityDevelopment@MilwaukieOregon.gov

