



City of Columbia City

Commercial Projects and Home Based Business

The following information will assist anyone proposing to open or alter a business or office in Columbia City, whether it is a commercial project or a home based business.

Commercial Projects:

If your project establishes or alters a commercial business in the city limits or urban growth boundary of Columbia City you will want to review the zone standards and site development requirements as outlined in the Columbia City Development Code. The Development Code can be found on our website using www.columbia-city.org.

Home Based Business:

Columbia City's Development Code establishes guidelines for residents who wish to use their homes to engage in small-scale business ventures.

There are two types of Home Occupations allowed in Columbia City.

- Type I home occupations shall exhibit no evidence that a business is being conducted from the premises (with the exception on daycare homes).
- Type II home occupations may show evidence that a business is being conducted from the premises.

Additional information can be found on our website: www.columbia-city.org. If you need further assistance regarding your business endeavor please see the outlined departments and the services they provide or are knowledgeable in.

Planning Department: The City contracts the services of a local City Planner for areas affecting zoning standards, home occupations, site development, conditional uses and other land use applications. For these types of planning questions contact City Hall at 503-397-4010.

Building Department: The City contracts with Columbia County Land Development Services for building permit plan reviews and inspection services. Alteration and/or remodel work done to a building and also the installation, addition or alteration to life safety systems such as fire alarms, fire sprinkler systems, commercial cooking hood suppression systems, emergency lighting, etc., may require building permits. Structural, mechanical and plumbing permits are applied for at City Hall and then forwarded to the County for review and approval. Electrical permits are applied for directly from the County.

For permit, building and code compliance questions you may contact the County at 503-397-1501 or City Hall at 503-397-4010.

City Hall: Other services provided at City Hall not mentioned above include water and sewer utility billing, application for business license and sign permits. Please call 503-397-4010 or send an email to colcity@columbia-city.org for more information about these areas.