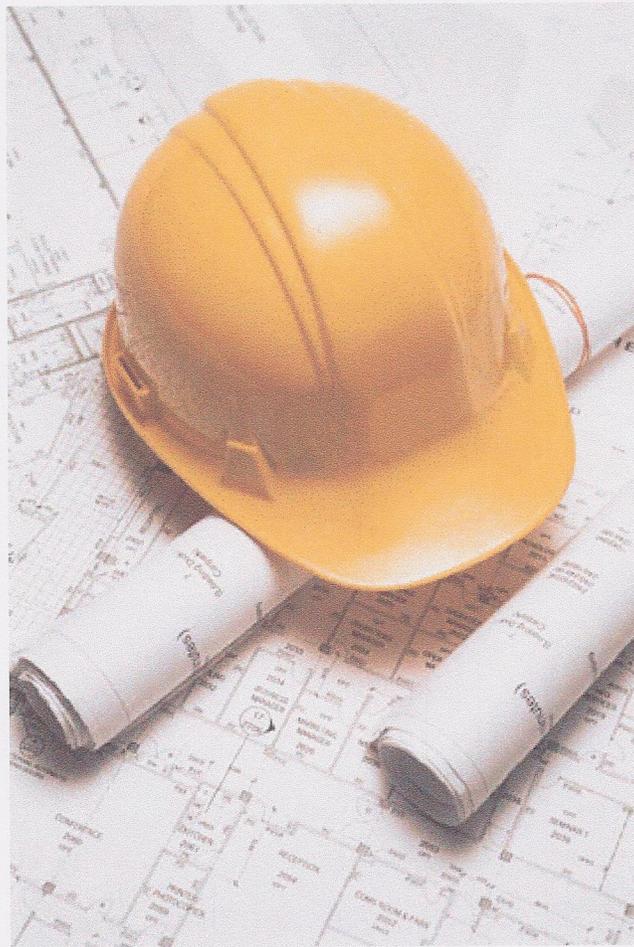




## *Starting Your Business in Josephine County*



Building Safety  
700 NW Dimmick Street, Ste. A  
Grants Pass, OR 97526  
(541) 474-5405  
[building@co.josephine.or.us](mailto:building@co.josephine.or.us)

Planning  
700 NW Dimmick Street, Ste. C  
Grants Pass, OR 97526  
(541) 474-5421  
[planning@co.josephine.or.us](mailto:planning@co.josephine.or.us)

Environmental Health  
715 NW Dimmick Street  
Grants Pass, OR 97526  
(541) 474-5325  
[publichealth@co.josephine.or.us](mailto:publichealth@co.josephine.or.us)

## Doing Business in Josephine County

The Josephine County Board of Commissioners welcomes your new business! While the County does not issue business *licenses*, the Rural Land Development Code requires a process to approve businesses according to zoning, level of development and type of operation proposed. Other state and local rules apply to new business development as well, related to public health and building standards. The information contained in this guide is offered to help you understand the approval process.

Commercial and Industrial zoning exists primarily to designate where products will be made and sold, or services will be located. Businesses may also be located in residential and resource zones; however, the review process requires different standards and criteria. Mitigation for potential impacts to adjoining properties and protections for the character of a neighborhood may be a condition of businesses located in these zones. **A change in business type, size, facilities or location in any zone should be preceded by an inquiry to the Planning Department to insure consistency with County requirements.**

If moving a business into an existing structure where a similar business use was lawfully established, the Planning Department review will be minimal. The new business submits a Land Use Compatibility Statement, and the Department determines if impacts to infrastructure and environment, and the number of customers and employees generated, are similar to the previous business operation. If so, no further Planning review is warranted. An interior remodel of existing structures may still require permits from the Building Safety Office, and Environmental Health will review plumbing and food preparation areas prior to occupancy.

New or expanding business locations require a *pre-application* for site plan review when:

- A new business use is going into an existing structure
- A new **or existing** business is substantially remodeling a structure; adding to the existing footprint; or constructing a new building
- An established business is changing the use on the site

Other agencies will be noticed during pre-application review in order to determine any requirements they may have, and the level of Josephine County review will be determined by the Planning Director. If the Director finds that the proposal does not trigger the requirement for site plan review, no further review will be required and a Development Permit may be issued. If the proposal is more complex due to the type of business operation or the construction of additions or new structures, the Director will determine if a 'Standards Only' review will suffice, or if a Site Plan Review application is required. Site Plan Review always requires public notice to adjoining neighbors; a 'Standards Only' review generally does not.

Public Notice allows for members of the public to comment on your proposal and also provides an opportunity for appeal if they disagree with the final decision made by the Planning Department. As the applicant you also have the ability to appeal a decision for denial or the conditions of approval. Appeals to decisions made by the Planning Director are heard by the Board of County Commissioners, and may affirm or reverse the Director's decision, or change the conditions of approval.

At any level of review, the resulting decision will include conditions of approval and will expire 2 years after the date of the decision. An extension of 2 years or a determination that the project is 'substantially developed' to vest the land use approval may be requested during the term of the permit approval. All land use decisions require final authorization from the Planning Department by issuance of a Development Permit.

Other agencies Planning may include in the review for comment and/or requirements:

- Oregon Department of Environmental Quality (hazardous materials, septic issues)
- Oregon Department of Transportation (Highway access, signs, traffic)
- Public Health (lodging, food preparation and service)
- Public Works (County road access, signs, traffic)
- Building Safety (structural, electrical and plumbing, occupancy-type requirements, ADA compliance)
- Oregon State Fire Marshal (Oregon fire code)
- Local Fire Districts

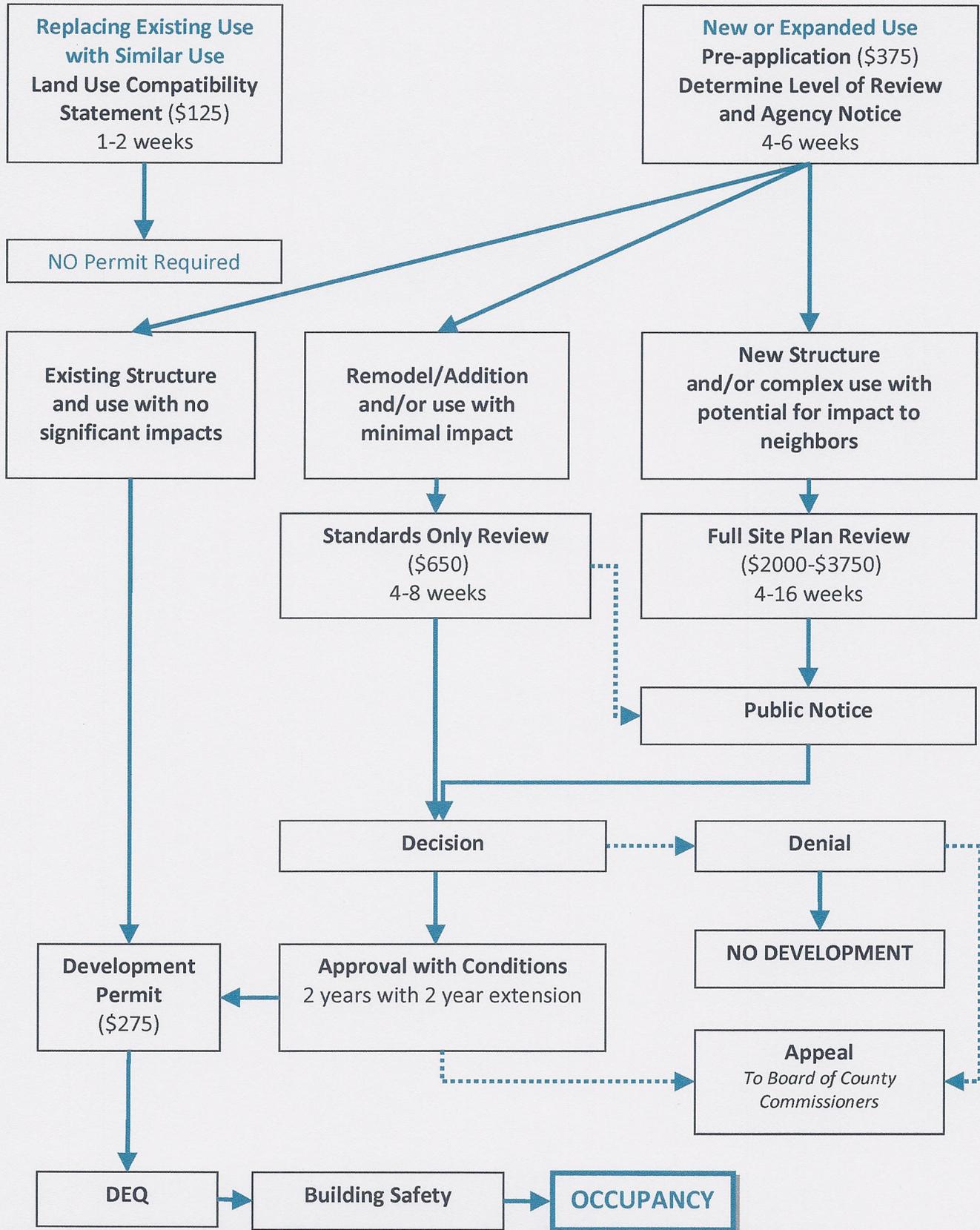
Process timelines depend on the details of each proposal

- Pre-application: 4 to 6 weeks resulting in a decision *or* further review
- 'Standards Only' Review: 4 to 8 weeks resulting in decision, *may* include Public Notice
- Site Plan Review: 4 to 16 weeks resulting in decision, includes Public Notice

Final steps: A Development Permit is necessary to obtain a Building Permit, and approval from DEQ and County Environmental Health before *occupying* the building with your business. As these agencies are involved from the beginning, through the pre-application process, you may use that opportunity to ask questions and gain their assistance early on, when planning your business site development, assessing costs, and scheduling construction. Refer to the attached Land Use Process chart as a guide for the steps to land use permit approval. All businesses operating in Oregon are required to file a Business Personal Property Return in each county they do business. For more information, please contact the Assessor's Office at (541)474-5260.

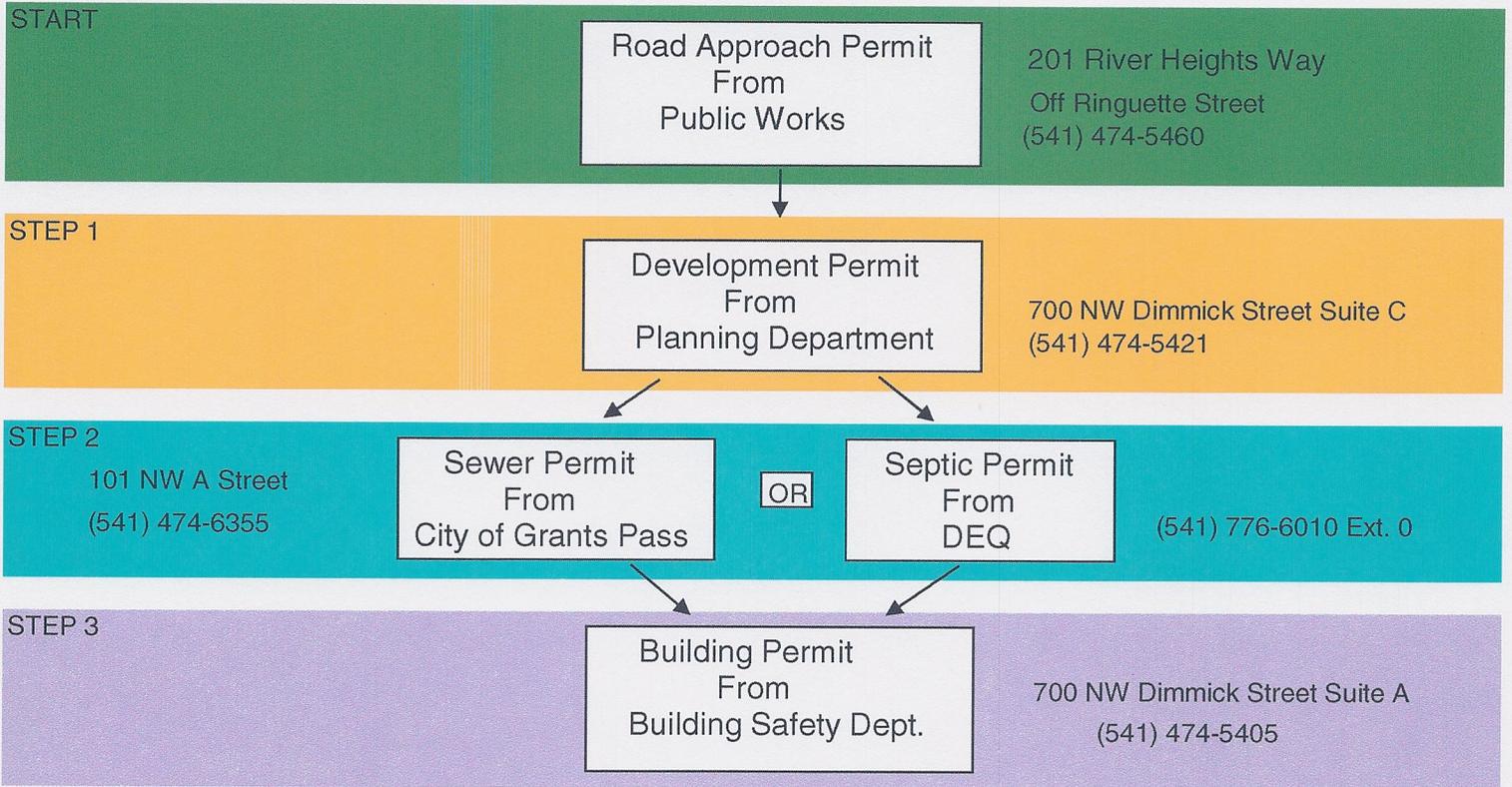
# LAND USE PERMIT PROCESS FOR BUSINESS DEVELOPMENT

Solid arrows represents the most likely next step, dotted arrows a *possible* next step. Details of the project will determine the level of review

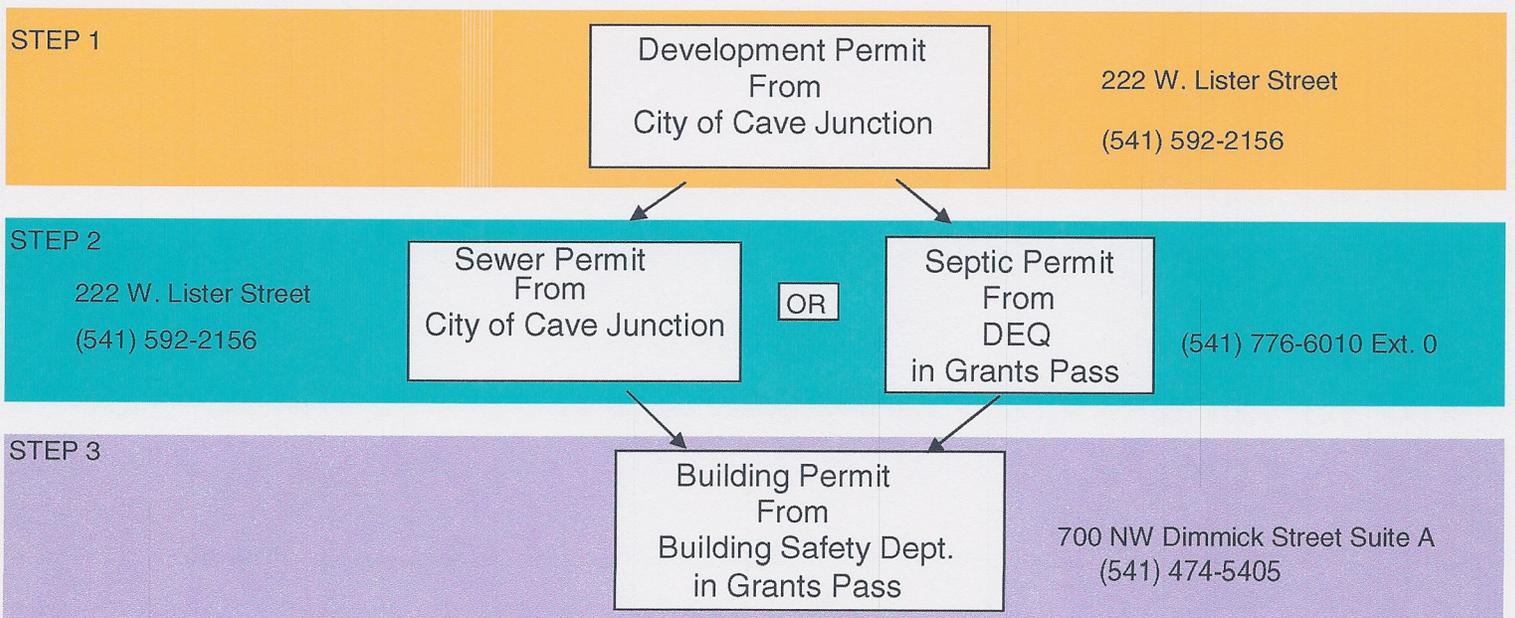


# If you live in Josephine County

## Permit Process



# If you live in the City of Cave Junction



## Josephine County Environmental Health Mission:

Josephine County's Environmental Health's mission is to protect and promote the health of the public by providing inspection and disease prevention services in the areas of food safety, including restaurants and other public food service facilities, public pools and spas, recreational facilities, drinking water, solid waste reduction and air quality.

We strive to enhance the quality of life in our county and community through education, by performing routine inspections and investigations, taking enforcement action when warranted, and interacting with state, federal and local agencies when appropriate.

The Josephine County Environmental Health Services Division offers a variety of programs and services to support public health within the community.



## Josephine County Public Health Environmental Health Division

The Josephine County Environmental Health Services Division offers a variety of programs and services to support public health within the community.

Including but not limited to:

- Licensing and plan reviews for new food service facilities, mobile units, bed & breakfast,
- Public pools/spas and tourist facilities.
- Food safety:
  - Temporary Restaurant Permits
  - Food Handler Certificates
- Drinking water program
- Solid waste
- Daycare facility inspections

## Josephine County Environmental Health

- ◇ Restaurants
- ◇ Mobile Units
- ◇ Hotels/ Motels
- ◇ Bed n Breakfast
- ◇ RV Parks
- ◇ Organizational Camps
- ◇ Pools/ Spas
- ◇ Daycare facilities



Josephine County Public Health  
715 NW Dimmick  
Grants Pass, OR 97526  
Phone: 541-474-5325  
Fax: 541-474-5353

Website:  
[www.co.josephine.or.us](http://www.co.josephine.or.us)



## Josephine County Public Health Environmental Health 715 NW Dimmick

Phone: 541-474-5325  
Fax: 541-474-5353  
E-mail: [agiel@co.josephine.or.us](mailto:agiel@co.josephine.or.us)

# Environmental Health



“Food Establishment” includes but is not limited to: *Bars, bed and breakfast facilities, cafeterias (if open to the public), coffee shops, catered feeding locations, caterers, commissaries, hospitals (if open to public), hotels, motels, microbreweries, private clubs (if open to public), restaurants, taverns, vending locations, warehouses, or similar food facilities.*

If you are the new owner of, or purchasing any of these types of establishments you must obtain a license from our office **prior to operation**. If you are currently operating and have not contacted our agency you are operating without a license. Licenses are non-transferrable and could result in penalties for operating without a license.

**ORS624.020** License fees include but are not limited to State fees, Sanitation inspections, food born illness investigations.



“Mobile food unit” is any vehicle that is self-propelled, or can be pulled or pushed down a sidewalk, street, highway or waterway. Mobile food units must operate from a licensed restaurant, commissary, or warehouse. The regulatory authority will determine whether self-contained mobile food units have the ability to operate without a base of operation. To do so, the units must contain all the equipment and utensils that a commissary would provide.



## Hotels/ Motels/ Bed & Breakfast RV Parks—Organizational Camps

Recreational “Tourist Facility” means any traveler’s accommodation, hotel, motel, hostel bed & picnic park, recreational park, and organizational camp.

ORS 446.320 Tourist facility license required. No one shall establish, operate, manage or maintain a tourist facility, without a license from the director of Human Services. Tourist facilities that offer “continental breakfasts” or full service breakfasts are required to obtain a separate license for the food portion of the establishment.



Traveler’s accommodations, RV Park, and Organizational Camps outside the city limits or those that are not connected to a public water system must register their water systems with the State Drinking water program. For more information please contact:

Josephine County Environmental Health.

## Pools/Spas

No person shall construct a public swimming pool, public wading pool, spa, or bath house adjacent thereto, or alter any such structures without:

1. Submitting complete Plans and specifications to the Division;
2. Receiving a written plan approval or conditional approval from the Division;
3. Paying a construction permit fee to the Division;
4. Receiving a permit to construct from the Division.



**Day Care Facilities:** The State of Oregon requires an annual sanitary inspection for daycare centers and state registered family homes.

County Planning	City Building & Planning	Building & Safety
Fire Marshall	PUBLIC HEALTH PARTNERS	Community Water Systems
Parks & Rec	Business Licenses	DEQ



Application packets are available during office hours: Mon-Fri 8a.m. -noon and from 1 -5p.m. A plan review must be submitted with a completed application for all new establishments. Approval from other agencies may be required before final approval to operate is granted.

Josephine County Public Health  
Environmental Health  
715 NW Dimmick 3  
Grants Pass, OR 97526 4

Phone: 541-474-5325  
Fax: 541-474-5353  
E-mail: [agiel@co.josephine.or.us](mailto:agiel@co.josephine.or.us)

Josephine County Environmental Health