

# STARTING A BUSINESS IN VINTON, VIRGINIA

IDENTIFY THE CONCEPT	IDENTIFY THE LOCATION/USE	OBTAIN A BUSINESS LICENSE	LOCAL DEVELOPMENT REQUIREMENTS	STATE REQUIREMENTS	FEDERAL REQUIREMENTS
<p><b>BUSINESS OPTIONS:</b></p> <ul style="list-style-type: none"> <li>HOME BASED</li> <li>EXISTING BUILDING</li> <li>NEW BUILDING BUY OR LEASE</li> </ul> <p><b>DEVELOP A BUSINESS PLAN</b></p> <ul style="list-style-type: none"> <li>Identify a product or service.</li> <li>Do your research.</li> <li>Determine who will be your customer base.</li> <li>Find out about your competitors.</li> <li>The Business Plan should consist of:               <ol style="list-style-type: none"> <li>Cover Page</li> <li>Table of Contents</li> <li>Executive Summary</li> <li>Background Information</li> <li>Description of Products and/or Services</li> <li>Organizational Matters</li> <li>Marketing Plan</li> <li>Financial Plan</li> <li>Conclusion</li> </ol> </li> <li>MAKE AN APPOINTMENT WITH THE ECONOMIC DEVELOPMENT STAFF TO DISCUSS YOUR IDEAS AND GET RESOURCES AVAILABLE TO HELP YOU.</li> </ul> <p> <a href="mailto:info@vintonva.gov">info@vintonva.gov</a>            (540) 777-8721         </p>	<p><b>Before BUYING or LEASING:</b></p> <ul style="list-style-type: none"> <li>Make an appointment with the Town Planning &amp; Zoning Department to make sure the business use matches the current building/lot zoning. (540) 983-0601</li> <li>Request a copy of the zoning regulation.</li> <li>Ask if a rezoning might be required.</li> <li>Are there any zoning restrictions on the property that will inhibit doing the proposed business in that location?</li> <li>Will it require a <b>CHANGE OF USE</b>?</li> <li>Before purchasing contact the <b>Real Estate Valuation Department at Roanoke County</b> to see if a change of use will change the tax liability (540)772-2035.</li> <li>If a <b>CHANGE OF USE</b> is required then current building codes must be met.</li> <li>Call the Town of Vinton Public Works Department to verify ample water pressure to the property to support fire suppression needs or meet the product demands. (540) 983-0646</li> <li>Make an appointment with the Roanoke County Building Commissioner's Office to verify code compliance. (540) 772-2065.</li> <li>Schedule a meeting with the Fire Marshal's Office to verify the site is in compliance with new fire code requirements. (540) 777-8721</li> </ul>	<p>Identify which type of business entity for your company's registration.</p> <p>Starting a business is easier than you might think.</p> <p>In the case of a sole proprietorship or partnership, the first steps are obtaining a business license and registering your trade name. Contractors must provide proof of Worker's Compensation Insurance before obtaining a business license.</p> <p>To obtain a license, visit the Town Treasurer's Office at 311 South Pollard Street, Top Floor Lobby - (540) 983-0608.</p> <p>Businesses pay an annual tax or fee. In general, the tax applies based on gross receipts. For new businesses, the first year's anticipated revenue will be charged. The fee varies on the type of business. Contact the Treasurer's Office to assist you in determining the appropriate amount for your business. Licenses must be renewed annually by March 1.</p> <p>If your business is a corporation, a limited liability company or a limited partnership, you must register it with the Virginia State Corporation Commission (SCC). The type of registration form you use will depend on the type of business you are starting. The Virginia State Corporation Commission maintains registration forms on-line. You may access them at: <a href="http://www.scc.virginia.gov/forms/FormSearch.aspx">www.scc.virginia.gov/forms/FormSearch.aspx</a>.</p> <p>If you do not have access to the Internet, you may obtain information about the required SCC forms, by calling toll-free: 1-866-722-2551.</p>	<p>A Building Permit is required if plans include proposed new construction or renovation/alteration of existing buildings. Plans must first be submitted for review and approval.</p> <p>A fee, based on square footage for new construction, or a percentage of value for renovations, must be paid before issuance of the permit. When all Town, County departments, and the Health Department (if applicable) have approved the site plan and building plans, you can obtain a building permit to begin construction. During construction, several inspections must be made to ensure that the work underway meets Building Code requirements. New or renovated buildings may not be occupied until all inspections have been made and a Certificate of Occupancy has been issued.</p> <p>Sign Permits are available through the Planning &amp; Zoning Office. A business license and zoning permit must be applied for prior to the application and approval of the sign permit. (540) 983-0601</p> <p>Land Disturbing Activity Permits pertain to erosion and sediment control and are required when the area of land disturbance will exceed 2,500 square feet. For details, contact Planning &amp; Zoning Office.</p> <p>If water and wastewater services are needed at your site, you must contact the Town's Public Works Department. (540) 983-0646.</p> <div data-bbox="1672 1372 2023 1447" style="background-color: black; color: white; text-align: center; padding: 5px;"> <b>ONLINE RESOURCES</b> </div> <p>           Planning &amp; Zoning  <a href="http://www.vintonva.gov/index.aspx?NID=19">www.vintonva.gov/index.aspx?NID=19</a> </p> <p>           Treasurer  <a href="http://www.vintonva.gov/index.aspx?NID=24">www.vintonva.gov/index.aspx?NID=24</a> </p> <p>           Public Works Department  <a href="http://www.vintonva.gov/index.aspx?nid=20">www.vintonva.gov/index.aspx?nid=20</a> </p>	<p><b>Fictitious Name Certificate</b> New businesses w/trade names are required to file with the Clerk of Circuit Court prior to applying for a business license. <a href="http://www.scc.virginia.gov/clk/formfee.aspx">www.scc.virginia.gov/clk/formfee.aspx</a> (804) 371-9967</p> <p><b>Department of Environmental Quality</b> <a href="http://www.deq.virginia.gov/wetlands">www.deq.virginia.gov/wetlands</a> (540) 562-6700</p> <p><b>Virginia Health Department</b> Permits are required for serving food. <a href="http://www.healthspace.ca/clients/vdh/aroanoke">www.healthspace.ca/clients/vdh/aroanoke</a> (540) 224-4520</p> <p><b>State Building Code &amp; Regulations</b> <a href="http://www.dhcd.virginia.gov/statebuildingcodes">www.dhcd.virginia.gov/statebuildingcodes</a> (804) 371-7150</p> <p><b>Virginia Department of Transportation</b> <a href="http://www.virginiadot.org">www.virginiadot.org</a> (804) 786-9894</p> <p><b>Virginia Social Services Department</b> State regulations for child and adultcare providers. (540) 387-6087</p> <p><b>Virginia Alcoholic Beverage Control</b> Licenses are required to sell or serve alcoholic beverages. <a href="http://www.abc.state.va.us">www.abc.state.va.us</a> (540) 562-3604</p>	<p>Federal Identification Numbers are required when you pay wages to one or more employees or if your company is a partnership or corporation. Form SS-4 can be obtained from the IRS on the web at <a href="http://www.irs.gov">www.irs.gov</a>. 1-800-829-1040</p> <div data-bbox="2585 641 3017 715" style="background-color: black; color: white; text-align: center; padding: 5px;"> <b>OTHER LOCAL RESOURCES</b> </div> <p> <b>VIRGINIA WESTERN COMMUNITY COLLEGE</b>            Training and resources for start-up businesses.             Entrepreneurship Plus  <a href="http://www.virginiawestern.edu/entrepreneurship-plus.pdf">www.virginiawestern.edu/entrepreneurship-plus.pdf</a> </p> <p>           Ed2Go: On-Line  <a href="http://www.ed2go.com/vawestern">www.ed2go.com/vawestern</a>            (540) 857-6076         </p> <div data-bbox="2585 1110 3017 1245" style="background-color: black; color: white; text-align: center; padding: 5px;"> <b>STATE REQUIREMENTS</b> </div> <p>           OSHA            Virginia Department of Labor and Industry <a href="http://www.doli.virginia.gov">www.doli.virginia.gov</a>            (540) 562-3580         </p> <p>           VA Department of Taxation            Retail and wholesale apply for a State Identification Number and to register for sales tax.  <a href="http://www.tax.virginia.gov">www.tax.virginia.gov</a>            (804) 367-8031         </p> <div data-bbox="2585 1695 3017 1830" style="background-color: black; color: white; padding: 5px;"> <b>NOTE:</b> Please check with each office to determine if a fee is required.         </div>

## Helpful Resources for Starting a Business

### Virginia Business Information Center

[www.dba.state.va.us/vbic.shtml](http://www.dba.state.va.us/vbic.shtml)

### Business One Stop

[www.dba.virginia.gov/starting\\_business.shtml](http://www.dba.virginia.gov/starting_business.shtml)

### Guide to Local Taxes on Business

[www.yesvirginia.org/pdf/guides/LocalTaxesGuide.pdf](http://www.yesvirginia.org/pdf/guides/LocalTaxesGuide.pdf)

### Virginia Guide to Business Incentives

[www.yesvirginia.org/pdf/guides/BusinessIncentives.pdf](http://www.yesvirginia.org/pdf/guides/BusinessIncentives.pdf)

### Business Forms

(links provided from Virginia Economic Development Partnership website)

Environmental Checklist

[www.yesvirginia.org/pdf/forms/environmental\\_checklist.pdf](http://www.yesvirginia.org/pdf/forms/environmental_checklist.pdf)

### Financing Information

State Loan Programs

[www.dba.virginia.gov/ourprograms.shtml](http://www.dba.virginia.gov/ourprograms.shtml)

Financing options

[http://www.dba.virginia.gov/financing\\_business.shtml](http://www.dba.virginia.gov/financing_business.shtml)

Virginia Capital Access Program (VCAP)

<http://www.dba.virginia.gov/documents/FS%20docs/VSBFAProgPages/VCAP/Vcap%20Info%20Sheet.pdf>

460 Angels

[www.460angels.com](http://www.460angels.com)

Center for Innovative Technology

[www.cit.org/programs/cit-entrepreneur](http://www.cit.org/programs/cit-entrepreneur)

Third Security Affiliated Investment Funds

[www.thirdsecurity.com](http://www.thirdsecurity.com)

## Local/Regional Resources

Vinton Façade Grant Program

[www.vintonva.gov/departments\\_pages/planning\\_permits\\_documents/facade\\_guidelines\\_revised.pdf](http://www.vintonva.gov/departments_pages/planning_permits_documents/facade_guidelines_revised.pdf)

Vinton/Roanoke County Change of Use Grant

[www.vintonva.gov](http://www.vintonva.gov)

Vinton Area Chamber of Commerce

[www.vintonchamber.com](http://www.vintonchamber.com)

N.C.T.C.—The NewVa Corridor Technology Council

[www.thetechnologycouncil.com](http://www.thetechnologycouncil.com)

S.C.O.R.E.—Service Corps of Retired Executives

[roanokeva.scorechapter.org](http://roanokeva.scorechapter.org)

Roanoke Regional Partnership

[www.roanoke.org](http://www.roanoke.org)

Roanoke Regional Small Business Development Center

[www.rrsbdc.org](http://www.rrsbdc.org)

(TAP) Total Action Against Poverty— Business Seed Capital

[https://tapintohope.org/program\\_group/financial-services/](https://tapintohope.org/program_group/financial-services/)

Virginia Community Capital (VCC)

[www.vacommunitycapital.org](http://www.vacommunitycapital.org)

VT Knowledgeworks

[www.vtknowledgeworks.com](http://www.vtknowledgeworks.com)

### Veteran Information

[www.vetbiz.gov](http://www.vetbiz.gov)

[www.va.gov](http://www.va.gov)

[www.hrsbdc.org](http://www.hrsbdc.org)

[www.sdvosb-council.org](http://www.sdvosb-council.org)

[www.military.com](http://www.military.com)

Take advantage of other national resources available:

[www.mycorporation.com](http://www.mycorporation.com)—Incorporation Information

[www.allbusiness.com](http://www.allbusiness.com)—All Around Business Advice

[www.inc.com](http://www.inc.com)—Inc. Magazine Business Information

[www.startupjournal.com](http://www.startupjournal.com)—Wall Street Journal Center for Entrepreneurs

## Additional State and Regional Resources

Developing or Expanding A Business

[http://www.virginia.gov/cmsportal3/business\\_4096/running\\_a\\_business\\_4100/developing,\\_expanding\\_and\\_growing.html](http://www.virginia.gov/cmsportal3/business_4096/running_a_business_4100/developing,_expanding_and_growing.html)

Regulations That May Apply to Your Business

[http://www.virginia.gov/cmsportal3/business\\_4096/running\\_a\\_business\\_4100/regulation\\_of\\_business.html](http://www.virginia.gov/cmsportal3/business_4096/running_a_business_4100/regulation_of_business.html)

Workforce Information

[http://www.virginia.gov/cmsportal3/business\\_4096/running\\_a\\_business\\_4100/work\\_force.html](http://www.virginia.gov/cmsportal3/business_4096/running_a_business_4100/work_force.html)

Entrepreneur Express Workshops

[www.dba.virginia.gov/entexp.shtml](http://www.dba.virginia.gov/entexp.shtml)

Green Business Information

<http://www.dba.virginia.gov/Web%20Link%20Docs/Microsoft%20Word%20-%20GreenWeb.pdf>

FAQ's

<http://www.dba.virginia.gov/Web%20Link%20Docs/Microsoft%20Word%20-%20EEQandA.pdf>

Virginia Department of Minority Business Enterprise

[www.dmbe.state.va.us](http://www.dmbe.state.va.us)

Virginia Economic Development Partnership

[www.YesVirginia.org](http://www.YesVirginia.org)

Virginia Employment Commission

[www.VaEmploy.Com](http://www.VaEmploy.Com)

Virginia Minority Supplier Diversity Council

[www.vmsdc.org](http://www.vmsdc.org)

### Key Vinton Resource Contacts

Chris Lawrence  
Town Manager

Anita McMillan  
Director, Planning and Zoning

Gary Woodson  
Director, Public Works

Barry Thompson  
Treasurer