

STARTING A BUSINESS IN ROANOKE COUNTY

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DEVELOP A BUSINESS PLAN

A business plan helps to assess whether your business idea is viable and provides a road map for the operation of the business. Set up a meeting with a counselor at the Roanoke Regional Small Business Development Center to get started.

ROANOKE REGIONAL SMALL
BUSINESS DEVELOPMENT

(540) 983 - 0717
210 S. Jefferson Street
www.roanokesmallbusiness.org

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ESTABLISH YOUR BUSINESS

There are several steps to ensuring a business is aligned with local, state, and federal regulations. Some companies will need additional requirements, depending on the type of business entity.



STATE CORPORATION COMMISSION

P.O. BOX 1197, RICHMOND, VA 23209 | (804) 371 - 9733

All corporations (foreign and domestic) and limited partnerships conducting business in Virginia must register with the Virginia State Corporation Commission. To become incorporated in Virginia, an organization must file trade names, DBA's, articles of incorporation, and amendments with the SCC. New businesses with trade names are also required to file with the Clerk of Circuit Court prior to applying for a business license. The Roanoke Regional SBDC (info above) can assist with this process at no additional charge.



FEDERAL EMPLOYER TAX ID

WWW.IRS.GOV | 1 - 800 - 829 - 1040

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 website above.



STATE TAX ID & SALES TAX

WWW.TAX.VIRGINIA.GOV | (804) 367 - 8031

Businesses must apply for a State Identification Number from the Virginia Department of Taxation. Retail and wholesale companies must also register for sales tax.

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SECURE A BUSINESS LOCATION

When searching for a business location, pay attention to the property's zoning and note that special use permits may be required to allow your business operations. Visit the Roanoke County Site Selector to find the best fit.

USE OUR SITE SELECTOR TO
FIND THE RIGHT LOCATION.

siteselector.roanokecountyva.gov

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VERIFY LOCAL DEVELOPMENT REQUIREMENTS AND OBTAIN CO

Determine whether you need building, sign, or land disturbing permits, as well as utility services. After receiving appropriate approvals from the Community Development department, you will be issued a Certificate of Occupancy. With a CO, you can obtain a business license.

DEPARTMENT OF COMMUNITY
DEVELOPMENT

(540) 772 - 2018
5204 Bernard Drive, Second Floor

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GET YOUR BUSINESS LICENSE

Complete the business license application form from the Commissioner of the Revenue's Office. A fee based on your business' first year's anticipated revenue will be charged.

COMMISSIONER OF THE REVENUE

(540) 772 - 2046

5204 Bernard Drive, First Floor



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SCHEDULE A RIBBON CUTTING AND BEGIN MARKETING YOUR BUSINESS!

Your hard work has paid off and it's time to get the word out! The local chambers of commerce are great resources to begin networking and showcasing your business. As a member, they will help you organize a ribbon cutting or grand opening to promote your business. Roanoke County Economic Development participates in these events regularly and publishes them on our social media outlets and in our newsletter.

**ROANOKE REGIONAL
CHAMBER OF COMMERCE**

20 S. Jefferson Street
Roanoke, VA 24011

(540) 983 - 0700

www.roanokechamber.org
**SALEM ROANOKE-COUNTY
CHAMBER OF COMMERCE**

611 E. Main Street
Salem, VA 24153

(540) 387 - 0267

www.s-rcchamber.org
**VINTON AREA
CHAMBER OF COMMERCE**

116 S. Poplar Street, #1
Vinton, VA 24179

(540) 343 - 1364

www.vintonchamber.org**OTHER BUSINESS PERMIT RESOURCES**
**VA ALCOHOLIC
BEVERAGE CONTROL**

www.abc.state.va.us
(540) 562-3604

Required for selling and
serving alcoholic beverages.

**VA SOCIAL SERVICES
DEPARTMENT**

www.dss.virginia.gov
(540) 387-6087

Required for child and
adult care providers.

**VA HEALTH
DEPARTMENT**

www.vdh.virginia.gov
(540) 224 - 4520

Required for serving
and selling food.

**VA DEPARTMENT OF
LABOR AND INDUSTRY**

www.doli.virginia.gov
(540) 562 - 3580

Regarding Occupational
Safety and Health.

**VA DEPARTMENT OF
ENVIRONMENTAL QUALITY**

www.deq.virginia.gov
(540) 562 - 6700

Regarding Air, Water, Waste, and
Renewable Energy Permits.

ROANOKE COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT

The Roanoke County Department of Economic Development is committed to helping you succeed, whether you're considering opening a new business here or thinking of expanding your existing business. Our Existing Business Program serves the needs of Roanoke's County's business community. The goal of the program is to enhance communication, facilitate access to resources and related services, and remain an interactive partner with the business community.

Some of the programs numerous outreach initiatives include: Regular visits to County businesses; expediting business concerns on issues such as permitting, expansions, regulations, and zoning; involvement with state and regional agencies such as the HIVE Business Incubation Center, the Roanoke Regional Small Business Development Center, Virginia Career Works - Blue Ridge, and the Virginia Department of Small Business and Supplier Diversity.

FOR MORE INFORMATION: (540) 772-2069 | www.yesroanoke.com