

We're here to help

Ready to start a business in Winchester? This brochure is designed to help make the process simple and clear. **For our most comprehensive user experience, we have created a digital booklet, which you can access using the QR code on the back of this pamphlet.** Our focus is on helping you build a strong foundation and remain compliant without added complexity.

You are strongly encouraged to contact the Laurel Ridge Small Business Development Center (SBDC), to schedule a one-on-one meeting. The SBDC provides confidential, no-cost advising and affordable training to entrepreneurs and small business owners throughout the region.



SBDC Laurel Ridge

173 Skirmisher Lane
Middletown, VA
(540) 868-7093
www.laurelridgesbdc.org



BEFORE YOU START

- ✓ Define your idea
- ✓ Research your market
- ✓ Review finances
- ✓ Create a business plan
- ✓ Estimate startup costs
- ✓ Explore financing
- ✓ Confirm zoning requirements



Need Help?
Contact Laurel Ridge SBDC

Starting a Business in Winchester?

You Don't Have to Do It Alone.

Whether you're planning, launching, or growing, the Winchester Economic Development Authority is here to support your business at every stage. We can connect you with local resources, guidance, funding opportunities & community partnerships to help turn your ideas into long-term success.

For the complete *How to Start a Business* booklet, click the QR code.



HOW WE CAN HELP
YOUR BUSINESS

**BUSINESS
LOANS & GRANTS**

**SITE SELECTION
ASSISTANCE**

**INCENTIVES &
TAX ASSISTANCE**

**BUSINESS
RESOURCES & SUPPORT**

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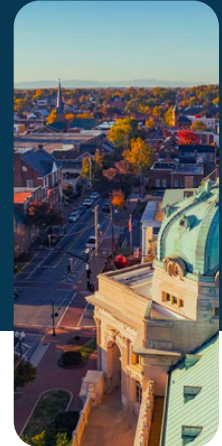
Winchester
economic development *Virginia*

Growing Business. Strengthening Winchester.
www.developwinchesterva.com



Starting a Business in Winchester

Entrepreneur Checklist



Growing Business, Strengthening Winchester



Presented by

**The City of Winchester
Economic Development Authority**



(540) 313-3037

www.developwinchesterva.com

2 N. Cameron St.
Winchester, VA 22301





Making It Official

- ✓ Choose a legal structure (LLC, Corp., Partnership, Sole prop.)
- ✓ Register with the State Corporation Commission (SCC)
- ✓ Obtain Employer ID (EIN) w/ IRS
- ✓ Secure Zoning Use Permit
- ✓ Apply for Business Licence (BPOL)
- ✓ File Articles of Incorporation
- ✓ File Certificate of Assumed Name (DBA-Doing Business As)
- ✓ Complete tax registration at federal and state level
- ✓ Open Business Checking Acct



Important Websites



- **Virginia State Corporation Commission (SCC)**-www.scc.virginia.gov/
- **Internal Revenue Service (IRS)**-www.irs.com
- **Winchester's Online Permit Portal**-www.winchesterva.portal.opengov.com/
- **ABC License**- www.abc.virginia.gov/licenses
- **Dept. of Professional & Occupational Regulation**-www.dpor.virginia.gov/applicants
- **Virginia Employment Commission (VEC)**-www.vec.virginia.gov
- **Small, Women-Owned, and Minority-Owned Business (SWaM) Certification**-www.sbsd.virginia.gov/certification-division/swam/
- **eVA**-<https://eva.virginia.gov/>
- **Top of Virginia Regional Chamber**-<https://www.regionalchamber.biz/>

Location, Zoning & Permits ***Do Not Skip This Step**

- ✓ Identify business location
- ✓ Verify zoning approval with city & if Conditional Use permit is needed
- ✓ Have an attorney review lease
- ✓ Verify if any permits & inspections are required
- ✓ Apply for building/trade permits
- ✓ Determine parking, signage, & occupancy requirements
- ✓ Obtain Certificate of Occupancy or Certificate of Completion, if required
- ✓ Obtain Home Occupation approval if a home business
- ✓ Secure financing approval
- ✓ Schedule required inspections, including Fire Marshal

Industry-Specific Requirements

Additional permits or state licenses may be required depending on your business type but all require zoning approval..



- ✓ Submit plans to Health Dept., obtain permits/certifications for food & alcohol, pass necessary inspections.



- ✓ Apply for ABC license, if serving food, submit plans to Health Dept, & obtain permits, ensure noise ordinance compliance.



- ✓ Register for sales tax, obtain Certificate of Occupancy, & verify ADA compliance.



- ✓ Obtain Dept. of Professional & Occupational Regulation license & Health Dept. approvals, if required.

Open for Business

- ✓ Hire employees
- ✓ Register with VA Employment Commission (VEC)
- ✓ Set up payroll & Federal and State tax withholdings
- ✓ Complete Inspections
- ✓ Activate utilities
- If applicable:**
- ✓ Install Point of Sale system
- ✓ Stock inventory
- ✓ Launch marketing
- ✓ If 5+ employees, review VA RetirePath requirements.

Keep Growing

- ✓ Continue working with SBDC
- ✓ Explore Small, Women, & Minority-Owned Business certification (SWaM)
- ✓ Register with eVA (State contracts)
- ✓ Contact the EDA about incentives and add'l resources

Important Contacts

Commissioner of the Revenue

21 S. Kent Street, Suite 100
The Creamery Building
Winchester, VA 22601
540-667-1815



Winchester General District Court

5 N. Kent Street, Rouss City Hall
Winchester, VA 22601-5037
540-772-1063



City of Winchester Planning & Zoning

Rouss City Hall, 3rd Floor
15 N. Cameron St., Winchester, VA 22601
540-546-3487



Health Dept.

107 N. Kent St.
Winchester, VA 22601
540-722-3480



Winchester Police Dept. Permit Office

231 E. Cork St.
Winchester, VA 22601
540-546-3976

