

## Other Important Information, continued

√ **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 [irs.gov](http://irs.gov). 1-800-829-1040.

√ Contractors must provide proof of **Worker's Compensation Insurance** before obtaining a business license.

√ **Retail and Wholesale Businesses** shall apply with the Virginia Department of Taxation for a State Identification Number and to register for sales tax. (804) 367-8037.

√ Persons interested in providing **Child Care** should contact Social Services for state regulations. (757) 890-3787.

√ **Virginia Alcoholic Beverage Control** licenses are required for businesses wishing to sell or serve alcoholic beverages. (757) 825-7830.

If you have questions about how to build or open your new business in York County, call the York County Office of Economic Development at (757) 890-3317. Or visit the office located in the York County Administration Center, 224 Ballard Street, Yorktown. Office hours are Monday through Friday, from 8:15 a.m. to 5 p.m.

## Need Help? Resources For The New Business Owner

**York County Office of Economic Development**, 224 Ballard Street. (757) 890-3317. [yorkcounty.gov/econdev](http://yorkcounty.gov/econdev) or [yorkcountysites.com](http://yorkcountysites.com)

**York County Chamber of Commerce**, P.O. Box 1103, Yorktown, VA, 23692. (757) 877-5920. [yorkcountycc.org](http://yorkcountycc.org)

**Williamsburg Area Chamber of Commerce**, 421 Boundary Street, Williamsburg, VA, 23187. (757) 229-6511 or 1-800-368-6511. [williamsburgcc.com](http://williamsburgcc.com)

**Virginia Peninsula Chamber of Commerce**, 21 Enterprise Parkway, Ste 100, Hampton, VA, 23666. (757) 262-2000. [vpcc.org](http://vpcc.org)

**SCORE - Counselors to America's Small Business**, (757) 877-5920 or (757) 262-2000. [score.org](http://score.org)

**Small Business Development Center**, Thomas Nelson Community College, 600 Butler Farm Road, Ste A1105, Hampton, VA, 23666. (757) 865-3128. [hrsbdc.org](http://hrsbdc.org)

**Virginia Department of Business Assistance**, 707 E. Main Street, Ste 300, Richmond, VA, 23219. (804) 371-0438. [dba.state.va.us](http://dba.state.va.us)

### Checklist for New Businesses Moving into Existing Locations

√ Prior to purchasing or leasing property, contact Development and Compliance to ensure your business meets zoning requirements. (757) 890-3524.

√ Once property is leased/purchased, apply for Certificate of Use and Occupancy in the Commissioner of the Revenue's Office. (757) 890-3383.

√ Apply for Business License in Commissioner of the Revenue's Office. (757) 890-3383.

**For new construction, building renovations, or changes in current use of existing building or site, refer to detailed steps inside this brochure or contact the Office of Economic Development for assistance and a copy of the Developer's Guide, as additional steps are required.**

Printed: June 2008



## How to Start a Business in York County



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√ Prior to purchasing or leasing property, contact Development and Compliance to ensure your business meets zoning requirements. (757) 890-3524. The Zoning Ordinance can be reviewed at [yorkcounty.gov/code/index.htm](http://yorkcounty.gov/code/index.htm) or purchased from the Planning Division. (757) 890-3404.

√ Once property is leased/purchased, apply for a Certificate of Use and Occupancy in the Commissioner of the Revenue's Office. (757) 890-3383. [yorkcounty.gov/revenue](http://yorkcounty.gov/revenue) The office will forward your application to Development and Compliance to ensure your business meets zoning requirements. This process can take up to three weeks and must be completed prior to the opening of your business. [yorkcounty.gov/eds/zoning.htm](http://yorkcounty.gov/eds/zoning.htm)

√ Apply for a Business License in the Commissioner of the Revenue's Office. A fee based on your business's first year's anticipated revenue will be charged. The fee varies depending on the type of business. At the end of the first year, the fee will be adjusted, based on actual revenue. In succeeding years, you will be taxed on the preceding year's receipts. All business licenses must be renewed by the first of March each year. (757) 890-3383. [yorkcounty.gov/revenue](http://yorkcounty.gov/revenue)

Certain Home Based Occupations are permitted by the Zoning Ordinance but are restricted to the type and extent of activity allowed. "Zoning Clearance for Home Occupation Statement/Applications" are available in the Commissioner of the Revenue's Office. (757) 890-3383.

**The following should be addressed only if building/site improvements are expected and/or changes in current use of the building/site are planned by the new business. Contact the Department of Environmental and Development Services for more information. (757) 890-3750.**

√ A Site Plan may need to be prepared according to the York County Zoning Ordinance and submitted to Development and Compliance. The site plan must show parking spaces, building locations, lot lines, locations of dumpsters, traffic circulation, erosion and sediment control, stormwater management, landscaping, utilities, etc. The ordinance can be found online and County employees can be contacted for further explanation of the details of site plan requirements. (757) 890-3531. [yorkcounty.gov/eds/sitesubplans.htm](http://yorkcounty.gov/eds/sitesubplans.htm)

√ 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. 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 County departments, the Health Department, and the Virginia Department of Transportation 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 County 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. Contact Building Regulation. (757) 890-3522. [yorkcounty.gov/eds/permitsinspect.htm](http://yorkcounty.gov/eds/permitsinspect.htm)

√ Land Disturbing Activity Permits pertain to erosion and sedimentation control and are required when the area of land disturbance will exceed 2,500 square feet. For details, contact the Department of Environmental and Development Services. (757) 890-3750. [yorkcounty.gov/eds/index.htm](http://yorkcounty.gov/eds/index.htm)

√ If water and sewer lines need to be extended to your site, you must contact Utilities Operations and Engineering. (757) 890-3752. [yorkcounty.gov/eds/utopseng.htm](http://yorkcounty.gov/eds/utopseng.htm)

### Other Important Information

√ A **Health Department Permit** is required if your business will prepare or serve foods in any way. Contact the Health Department, 416 J. Clyde Morris Boulevard, Newport News. (757) 594-7305, or 1126 Professional Drive, Williamsburg. (757) 253-4813.

√ New businesses with trade names are required to file a **Fictitious Name Certificate** with the Clerk of Circuit Court prior to applying for a business license. (757) 890-3350.

√ **Corporations & Partnerships** are required to furnish a copy of their partnership agreement or Certificate of Incorporation when applying for a business license.

√ **Sign Permits** are available through the Division of Building Regulation. Business licenses must be applied for prior to the application and approval of the sign permit. (757) 890-3524.