

Resource Guide

BRCC- Blue Ridge Community College
www.brcc.edu
(540) 234-9261

DDW- Destination Downtown Waynesboro
www.downtownwaynesboro.org
(540) 942-6705

Greater Augusta Regional Chamber of Commerce
www.augustava.com
(540) 324-1133

Internal Revenue Service
www.irs.gov/Businesses
(800) 829-4933

SBA- Small Business Administration
www.sba.gov
(800) 827-5722

**SBDC- Shenandoah Valley
Small Business Development Center**
www.valleysbdc.org
(540) 568-3227

SCC- State Corporation Commission
www.scc.virginia.gov/clh/bussrch.aspx
(804) 371-9967

SCCF- Staunton Creative Community Fund
www.stauntonfund.org
(540) 213-0333

SCORE- Shenandoah Valley SCORE Office
www.shenandoahvly.score.org
(540) 949-4423

**US Department of Justice
Immigration and Naturalization Service**
www.USCIS.gov
(800) 375-5283

Virginia Department of Alcoholic Beverage Control
www.abc.virginia.gov
(540) 332-7800

**Virginia Department of
Professional & Occupational Regulation**
www.dpor.virginia.gov
(804) 367-8500

Virginia Department of Small Business & Supplier Diversity
www.sbsd.virginia.gov
(804) 786-6585

Virginia Department of Taxation
www.tax.virginia.gov
(804) 367-8037

Virginia's e-Procurement
www.eva.virginia.gov
(866) 289-7367

VEC- Virginia Employment Commission
www.vec.virginia.gov
(866) 832-2363

Virginia New Hire Reporting Center
www.va-newhire.com
(800) 979-9014

Virginia Small Business Financing Authority
www.vabankers.org/VSBFA
(804) 371-8254

Virginia Workers' Compensation Commission
www.vwc.state.va.us
(877) 664-2566

Waynesboro-Augusta Health Department
www.vdh.virginia.gov/LHD/CentralShenandoah
(540) 949-0137

Waynesboro Building & Zoning Office
www.waynesboro.va.us/131/Building-Zoning
(540) 942-6628

Waynesboro Circuit Court
www.courts.state.va.us/courts/circuit/waynesboro
(540) 942-6616

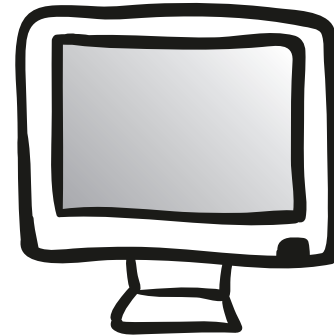
Waynesboro Commissioner of The Revenue
www.waynesboro.va.us/137/Commissioner-of-the-Revenue
(540) 942-6610

Waynesboro Economic Development Office
www.waynesborobusiness.com
(540) 942-6570

Waynesboro EDA Loan Fund
www.WaynesboroBusiness.com
(540) 942-6779

Waynesboro - General Information
www.Waynesboro.va.us

Waynesboro - Zoning and Special District Maps
www.waynesboro.va.us/161/GIS



Be sure to check out the online version for more information and links to useful websites:

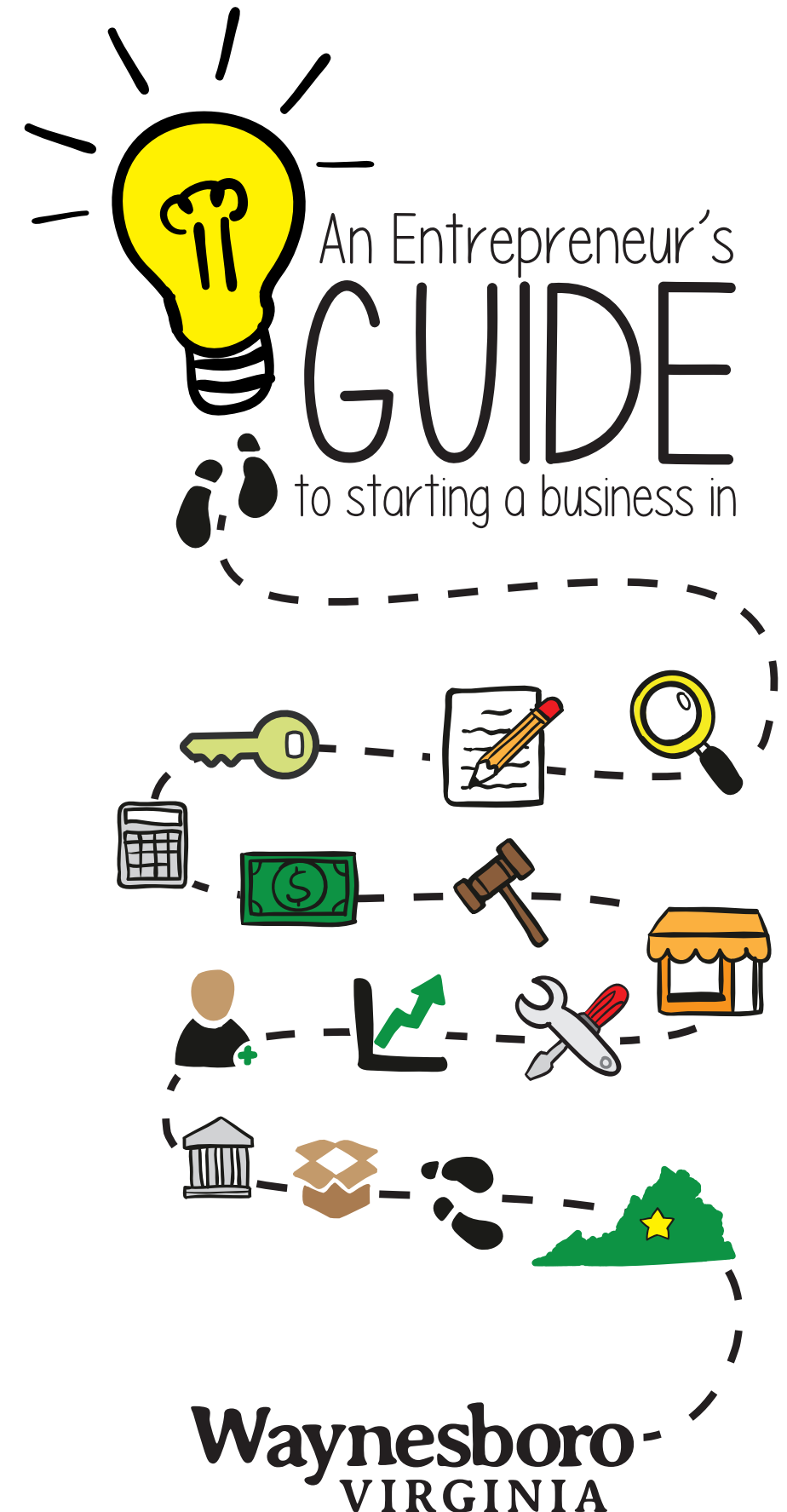
www.GrowWaynesboro.com



**301 West Main Street
Waynesboro, VA 22980**

540-942-6570

While every attempt has been made to include all aspects of starting a business, do not rely solely on this document to start your business.



Start Here

Research

What problem are you trying to solve?

What need are you going to fill?



Does it make sense?

Determine the feasibility of your business idea.

- Who is your market?
- Who are customers / suppliers?
- What are the projected costs and revenues for start-up and for the first one to three years?
- Who will manage the daily operations?
- What are your income requirements?
- What capital will be needed to open and stay in business?
- Where will it come from? How much will you be investing?

Talk to experts



Put it on Paper

Create your business plan. Templates and help are available. You will go into detail on your product / service, marketing, financing, income and expense projections. Who is your management team and what does your financing look like? The completed business plan is the key document to starting your business.

- Economic Development
- SCCF
- SCORE
- SBDC

Is this idea viable?
YES
NO

Start Over
Look for an idea with more potential

Location, Location, Location.

What kind of space?

Special Incentive Zone?

Check with the Office of Economic Development, DDW, or a local real estate agent for available properties. What kind of space do you need, does it need to be accessible for customers? Verify zoning requirements and understand any restrictions on operation or required permits. Do not assume that the existence of a similar business or past businesses at that site means your business will be acceptable. You may need to hire an engineering firm, architect, and file a site plan. Home-based businesses also may require permits and zoning.



City of Waynesboro Loans

Waynesboro ECONOMIC DEVELOPMENT



Templates Available

Accountant

Insurance

Attorney

Banker

Equity Partners

Research Websites & Phone Books

What's in a NAME?

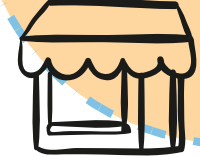
Check name registration in state

Professional Engineer or Architect

Zoning Office *Site Plan*

Special Permit?

What does your business do?



What is your legal structure? Corp, LLC, Partnership...

The best legal entity varies for each owner and each business. It is wise to consult with an attorney, an accountant, and/or business advisor. Consider the type of business, your business and personal goals, and your personal finances when making this decision. For any legal structure other than sole proprietorship, register the appropriate documents with the State Corporation Commission.

Investigate names

in use in the geographic area and industry niche you will be serving. Pay attention to other similar sounding names in your market area. Check the availability of an entity name at the State Corporation Commission. Any business using a name which does not identify the owner of the business must register a trade name with the Waynesboro Clerk of the Circuit Court. * If the entity is a limited partnership, a limited liability company, or a corporation, a certified copy of the form must be filed with the State Corporation Commission.

Review, Modify YOUR Business Plan

It has probably been awhile since you wrote your business plan. Has anything changed? Take time to review and make updates.

Marketing

Customers & Suppliers

Revenue

Employees

Cash Flow

Legal & Tax Implications

Register with State

Consult Professionals

Business Type & Goals

SBA website

I am with the Government...

EIN Number

Virginia Form R-1

Fictitious Name

Sales Tax Permit & Exemption Certificate

Unemployment Tax

All businesses must register with the state and federal government.

The Internal Revenue Service provides your Employer Identification Number (EIN), while the Virginia Department of Taxation provides your Virginia Tax Identification Number (also called Certificate Registration Number)

If you are planning to have employees, you may also need to pay unemployment tax and other payroll taxes. Contact the Virginia Employment Commission.

Finish The Paperwork

Now is the time to finalize all documents from insurance, banking, real estate, government registrations, special licenses or permits, and look at training for you or your employees.

Waynesboro License, Tax & Permits

Contact the Waynesboro Commissioner of the Revenue to satisfy local license requirements and to inquire about any other local tax or licensing liabilities.

Join the Augusta Regional Chamber

Become a member of DDW

Property & Liability Insurance

Workman's Compensation

Licenses

Checking Account

Register with Government

Prepare to Open

Lease or Purchase a building

Are you a VETERAN OWNED BUSINESS?

Are you a SWAM BUSINESS?

Food Service - Waynesboro Health Department & or State ABC

Contractor *Register with State first

Estimate Gross Sales

Double check with Zoning Office

Bring Copy of Fictitious Name Registration

A Business License is required in Waynesboro with the rate determined by type of business and gross sales. New businesses will be asked to estimate their first year gross receipts and the tax will be adjusted at a later date to reflect actual.

Inventory

Employees Equipment Marketing

Ribbon Cutting OPEN

Check out free or low-cost training offered by BRCC, SBDC, SCCF, SCORE and others.