



B O T E T O U R T

C O U N T Y O F V I R G I N I A

Guide for Starting a Business

Office of Economic Development

5 West Main Street
Fincastle, Virginia 24090
(540) 473-8301

Congratulations on your decision to start a business in Botetourt County! The Office of Economic Development has put together this guide in order to provide the basic steps needed to turn your idea into a reality. It lists the offices and departments that you will need to contact in order to start your business. To help ease the process, you are encouraged to read through this entire sheet before beginning the process. If you ever have any questions, we are here to help connect you to the offices, organizations, and resources that can help you be successful in your new endeavor.

Step 1: Business Location

Department of Development Services
5 West Main Street, Suite 100, Fincastle, VA 24090
(540) 473-8248

Once you have an idea for a business, you need a place to conduct business. If you plan to conduct business out of your home, then you need to submit a Home Occupation Permit application with accompanying fee. If you have another location in mind, then this office must determine that the zoning for the desired location will allow your business. If so, then you are ready to move on to the next step. If not, this office can help explain if the special exception or rezoning process would be a possible course of action.

Step 2: Business Name

Clerk of the Circuit Court
1 West Main Street, Fincastle, VA 24090
(540) 473-8274

Next, you should go to the Clerk's office to obtain a Certificate of Assumed or Fictitious Name. This will allow you to open bank accounts under the commercial name. Any questions regarding the Certificate should be directed to this office. There is a small fee administrative fee associated with this process.

Step 3: Business License

Commissioner of the Revenue
1 West Main Street, Fincastle, VA 24090
(540) 473-8270

The next step is to get a business license from the Commissioner of the Revenue. The office maintains a list of requirements pertaining to the various types of businesses and how their license fees are assessed. When applying for the license, you will need to pay an estimated amount based upon your estimated current year gross receipts.

Also, if you have not done so yet, it may be easier to apply for a Federal Employment Identification Number (FEIN Number) prior to applying for the business license (see Federal Requirements).

Step 4: Signs, Construction, and/or Remodeling

Department of Development Services
5 West Main Street, Suite 100, Fincastle, VA 24090
(540) 473-8248

Lastly, if you plan on performing any construction or remodeling associated with the building or location in which you will do business, you must return to Development Services in order to obtain any related permits. Also, during construction and once complete, this office will schedule any necessary inspections prior to your business opening.

Virginia Requirements

Registration at the state level is required for most businesses and is accomplished through the State Corporation Commission (SCC). This requirement does not apply exclusively to corporations. The SCC can be reached by phone at (804) 371-9967. The agency can also provide a preliminary business name check to ensure that your desired company name is not already in use. (www.scc.virginia.gov)

Licensure and permits are regulated by the Commonwealth for some businesses. The Virginia Department of Business Assistance (VDBA) keeps a complete list of those requirements by industry group and business type. Visit the License and Permit Index on the VDBA website (www.vdba.virginia.gov) for additional information on these requirements.

Entities engaged in food service should review the information provided by the Virginia Department of Health to ensure compliance. The Botetourt County Health Department office can be reached at (540) 473-8240.

Federal Government Requirements

To complete the business registration process at the federal level, operators must obtain a Federal Employment Identification Number (FEIN Number) from the Internal Revenue Service. FEINs can be obtained at no cost and can be provided immediately. An alternative to filing for an identification number online would be to call the IRS at their toll free number: 1-800-829-4933 (www.irs.gov).

Other Resources

Botetourt County Office of Tourism

16 East Main Street, Box 4, Fincastle, VA 24090
(540) 473-1167

If your business centers on catering to the needs of tourists to the County or surrounding area, the Office of Tourism has a number of resources available to help promote your business to a broader audience. The office also plans and works with major events throughout the County and the region and may be able to provide contacts for those events.

Botetourt County Chamber of Commerce

13 West Main Street, Fincastle, VA 24090
(540) 473-8280
www.bot-co-chamber.com

The Chamber promotes and provides information about the business community in the County. Their offices are located in Downtown Fincastle and can be contacted by phone at (540) 473-8280 or by email at info@botetourtchamber.com.

Roanoke Regional Small Business Development Center

210 South Jefferson Street, Roanoke, VA 24011
(540) 983-0717
www.rrsbdc.org

The mission of the Small Business Development Center is to promote small business creation, growth, and development by providing professional business counseling at no charge to the client, affordable training, and informational resources. The Center assists existing small businesses, individuals purchasing a business, not-for-profits, and aspiring business owners. The services are offered at no or minimal cost due to the support of sponsors. The Center can be reached by phone at (540) 983-0723 or by email at sbdc@roanokechamber.org.