



Guide for Starting a Business

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Congratulations on your decision to start a business in the City of Radford! 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 Planning & Zoning (540) 731-3603

10 Robertson Street Radford, VA 24141

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. 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 (540) 731-3610

619 Second Street, Radford, VA 24141

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 (540) 731-3613

619 Second Street room 161, Radford, VA 24141

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. Each business and professional operation located in Radford City must obtain a business. Licenses are valid January 1st through December 31st and must be renewed each year. Business Licenses must be renewed each year by March 1st. Licensing applications and forms can be found online at <http://www.radfordva.gov/184/Commissioner-ofRevenue>.

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

Building Official (540) 731-3603

10 Robertson Street Radford, VA 24141

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 10 Robertson Street 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 nearest Health Department office is the Montgomery County Health Department office located at 210 Pepper St. SE # A, Christiansburg, VA 24073 and can be reached at (540) 381-7114.

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

City of Radford Office of Economic Development

10 Robertson Street, Radford, VA 24141

(540) 731-3603 www.radfordva.gov If you are planning to purchase or construct a building in which to house your new business, the Office of Economic Development will be able to apprise you of any grant programs or tax incentives that may be available to you. You can reach the Economic Development Office at 540-731-3603.

City of Radford Billing & Service Office

619 West Main Street, Radford, VA 24141

(540) 731-3602

If you require utility services for your business, you will need to visit the Billing & Service office located at 619 Second Street.

City of Radford Office of Tourism

600 Unrue Drive, Radford, VA 24141

(540) 267-3153 www.visitradford.com

If your business centers on catering to the needs of tourists to the City 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 City and may be able to provide contacts for those events.

City of Radford Chamber of Commerce

200 3rd Avenue, Radford, VA 24141

(540) 639-2202 www.radfordchamber.com

The Chamber promotes and provides information about the business community in the City. Their offices are located in Downtown Radford and can be contacted by phone at (540) 639-2202 or by email at radfordchamber@gmail.com.