



## ***Starting Your Business***

This publication is designed to provide information on a wide variety of resources available to new and existing businesses in Campbell County. Information on the responsibilities and regulations governing business in Virginia is also included. We hope you find this booklet helpful.

*Starting a Business in Campbell County* is also available on the Campbell County Economic Development web site at [www.campbellvirginia.com](http://www.campbellvirginia.com).

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### ***Steps to Starting a Business in Campbell County***

All individuals or organizations wishing to start a business in Campbell County must contact the Community Development Office and the Commissioner of the Revenue's Office. The following information is provided to help guide you through the process.

#### **Step One: Community Development**

The permit required by the Community Development Office prior to operating a business depends upon the zoning classification of the property and the business type.

##### **Home Occupation Permit**

A zoning home occupation permit is required for all home-based businesses in residential and agricultural zoning districts. The applicant is required to sign a Home Occupation permit certifying that he/she agrees to comply with all Campbell County home occupation ordinances.

Applicant Information Required:

1. Owner of property
2. Type of business
3. Intensity of business

4. Payment of all outstanding real estate taxes

**NOTE:** If the applicant is NOT the property owner, a letter signed by the property owner allowing the operation of the business on the property must be provided at the time of application.

## Step One: Community Development, continued

### Occupancy Permits

A zoning/building permit is required for all businesses in all zoning districts.

Occupancy – Permit required for businesses locating in new construction.

Change of Occupancy – Permit required for a change of occupancy in an existing building with the same type of business.

Change of Use & Occupancy – Permit required for a change of occupancy in an existing building with a different type of business.

Applicant Information Required:

1. Owner of property
2. Type of business
3. Intensity of business
4. Payment of all outstanding real estate taxes

**NOTE:** If the applicant is NOT the property owner, a copy of the lease agreement allowing the operation of the business on the property must be provided at the time of application.

The following applies to both Home Occupation and Occupancy Permits.

- The applicant must provide information regarding the TYPE of business to be operated on the property (examples: professional office, beauty salon, machine shop, restaurant, etc.).
- The applicant must provide information regarding the INTENSITY of the business proposed. Information regarding the expected levels of traffic, types of machinery involved and manufacturing processes proposed must be provided at the time of application.
- All food-related businesses (service or manufacturing) MUST contact the Health Department and the US Department of Agriculture prior to the application of Occupancy Permits to ensure Health and USDA requirements are met. If public water and/or sewer are available at the business site, CCUSA should be contacted to ensure all requirements can be met.
- All delinquent property taxes MUST be paid in full before the issuance of any permits.

- State law requires that individuals or organizations in the construction industry may require a Class A, B or C contractor's license issued through the Virginia Department of Professional & Occupational Regulation ([www.dpor.virginia.gov](http://www.dpor.virginia.gov)) depending upon the type of work performed.

## Step One: Community Development, continued

- Applicants for Home Occupation or Occupancy Permits must apply in person at the Campbell County Community Development Office. When in doubt, call prior to visiting Community Development to ensure all application requirements can be met at that time.
- While there is no charge for zoning permits, permits issued by the Building Inspections Office do require a fee. All fees must be paid by cash, check, money order or credit.

### Contact Information

#### **Campbell County Community Development**

85 Carden Lane ◦ Citizen Services Building

PO Box 100 ◦ Rustburg, VA 24588

Phone: (434) 332 - 9597

Fax : (434) 332 - 9693

[www.campbellcountyva.gov](http://www.campbellcountyva.gov)

## Step Two: Commissioner of the Revenue's Office

After receiving a Home Occupation or Occupancy Permit from the Campbell County Zoning office and/or Building Inspections office, individuals or organizations wishing to start a business must apply for a Business License with the Commissioner of the Revenue's Office.

### **Business License Application** – Information Required

1. Federal Employer Identification No. (FEIN) or Social Security No.
2. Applicant name
3. Mailing address
4. Physical address (location of the business)
5. Type of operation
6. Telephone numbers
7. Contact person

8. Estimate the gross receipts of the operation for the remaining months in the calendar year. This determines the business license fee (see schedule).

## Step Two: Commissioner of the Revenue’s Office, continued

<i>Fee Chart</i>	
<i>Amount of Gross Receipts</i>	<i>License Fee</i>
\$0.00 - \$14,999.99	\$20 License Fee
\$15,000.00 - \$29,999.99	\$30 License Fee
\$30,000.00 - \$99,999.99	\$40 License Fee
Over \$100,000	See Rate Chart

<i>Rate Chart</i>	
<i>License Type</i>	<i>Tax Rates: Per \$100 of Gross Receipts</i>
*Wholesalers	\$0.0475
Public Service Utility Companies	0.00475% of ALL Gross Receipts
Contractors	\$0.1520
Retailers	\$0.1900
Personal Services & Repairs	\$0.3325
Professional Services	\$0.4750
**Gasoline and Fuel Retailers	\$0.1900
*Wholesales file for business licenses based upon gross purchases.	
**Applies to retail sales of gasoline, diesel, and blended fuels, does not apply to sale of propane.	

**The Commissioner of the Revenue’s Office accepts cash, checks or money orders for the payment of business license fees. Credit cards are NOT accepted at this time.**

## Step Three: State Corporation Commission (SCC)

Once the business license application is submitted with the required fee, the applicant must register his/her Trade or Fictitious Name with the State Corporation Commission (SCC) if the business will be operated under a name other than that listed on the business license application. According to the SCC, “A certificate of assumed or fictitious name must be prepared on a form prescribed by the Commission.” This form must then be filed with the Office of the Clerk of the Commission. The fee for this filing is \$10.00 and checks should be made payable to “State Corporation Commission.” The forms to fill out can be found on the SCC website at <https://scc.virginia.gov> and by clicking on the link “Creating a business.” Please also be aware that using a fictitious name without first filing with the SCC is a misdemeanor, punishable by fine

or jail time. For more information, please refer to the SCC website or contact the SCC at 804-371-9967, or toll-free at 1-800-552-7945.

## Step Four: Issuance of the Business License

Once the applicant registers their trade or fictitious name with the SCC, the applicant must submit both the Trade Name Registration and Occupancy Permit (Zoning) to the Commissioner of the Revenue's Office.

The Commissioner of the Revenue's Office will issue a Business License after all requirements are met.

### **PLEASE NOTE:**

- All delinquent personal property taxes must be paid in full before any business licenses are issued.
- The Commissioner of the Revenue's Office can assist applicants appearing in person with obtaining a Federal Employer Identification Number, completing the Name Registration Form and with obtaining a Virginia Sales Tax account number.
- The Commissioner of the Revenue's Office provides federal, state and local tax forms to individuals and businesses.
- Total process (Zoning, Commissioner of the Revenue and Circuit Court Clerk's Office) averages 45 – 60 minutes.
- Please see Campbell County Code Section 14 for information on possible penalties for not obtaining proper permitting or licenses.

### **Contact Information**

#### **Campbell County Commissioner of the Revenue's Office**

Calvin Massie, Commissioner of the Revenue

Michele Roakes, License Administrator

85 Carden Lane ◦ Citizen Services Building

PO Box 66 ◦ Rustburg, VA 24588

Phone: (434) 332 - 9518

[www.campbellcountyva.gov](http://www.campbellcountyva.gov)

# Campbell County Government Offices

