

New Business Check Off List

File with State Corporation Commission (SCC) for Corporation, Partnership or LLC status.

(None necessary if sole-proprietor)

Phone: 800-552-7945

Web: <http://www.scc.virginia.gov>

Obtain Federal ID number from IRS

Phone: 800-TAX-1040 (800-829-1040)

Web: <http://www.irs.gov>

Paper version located in the Commissioner of the Revenue's Office 540-587-6051.

Form SS-4 Application for Employer ID #.

Obtain a Virginia Sales Tax Number if required.

Phone: 804-367-8037

Web: www.tax.virginia.gov

Paper version located in the Commissioner of the Revenue's Office 540-587-6051.

Form R-1 VA Dept. of Taxation Business Registration Application.

Obtain ABC License from ABC Board if necessary.

Phone: 800-552-3200

Web: <http://www.abc.state.va.us>

Contractors must have State Board for Contractors License for any job over \$1,000

Tradesman Certifications are required for electrical, mechanical and plumbing contractors.

DPOR - State Board for Contractors.

Phone: 804-367-8511

Web: <http://www.dpor.state.va.us>

Apply for Zoning with the City of Bedford.

Home occupation businesses sign off on home occupation guidelines; written permission from the Landlord is required if business owner is not the owner of the property.

Zoning Dept. 540-587-6023.

Apply for Building Permit and/or Sign Permit if necessary.

Bldg. Dept. 540-587-6021.

File trade-name with the Bedford County Clerk of Court if desired. 540-586-7632.

Apply for Business License with Commissioner of the Revenue

Estimate gross sales for the remainder of the current year.

Contractors must complete a Certificate of Workman's Compensation Insurance.

Register with Commissioner of the Revenue for Meals, Beverage and Transient Occupancy Tax if necessary.

For more details see the following link:

<http://www.bedfordva.gov/departments/economicdevelopment/startingabusiness.shtml>