

# How to Start A Business

## Resource Guide

- **Greater Augusta Regional Chamber of Commerce (GARCC)** – provides member services including promotional and networking opportunities and business assistance/protection benefits
  - Visit [www.augustava.com](http://www.augustava.com)
  - Call 540-324-1133
  - Make an appointment to visit 30 Ladd Road, Fishersville
- **Internal Revenue Service (IRS)** – provides your Employer Identification Number (EIN), also known as a Federal Tax Identification Number, which is used to identify a business entity
  - Visit [www.irs.gov](http://www.irs.gov)
  - Call 267-941-1099
- **National Park Service** – administers a tax incentives program that encourages rehabilitation and re-use of historic buildings
  - Visit [www.nps.gov/tps/tax-incentives.htm](http://www.nps.gov/tps/tax-incentives.htm)
  - Call 202-513-7270
- **Service Core of Retired Executives (SCORE)** – executives and entrepreneurs who have been successful and will ask the tough questions
  - Visit [Shenandoahvly.score.org](http://Shenandoahvly.score.org)
  - Call 540-949-4423
  - Make an appointment to visit at 301 W Main Street
- **Small Business Administration (SBA)** – offers loans, loan guarantees, contracts, counseling sessions and other forms of assistance to small businesses including guidance on fictitious name registration
  - Visit [www.sba.gov](http://www.sba.gov)
  - Call 800-827-5722
- **Small Business Development Center (SBDC)** – offers confidential consulting services, seminars, training events and information
  - [Visit Valleysbdc.org](http://VisitValleysbdc.org)
  - Call 540-568-3227
  - Make an appointment to visit in Verona at 18 Government Center Lane or Harrisonburg at 127 West Bruce Street
- **State Corporation Commission (SCC)** – if an entity is a limited partnership, a limited liability company, or a corporation, a certified copy of the fictitious name certificate must be filed with the SCC
  - Visit [www.scc.virginia.gov](http://www.scc.virginia.gov)
  - Call 804-371-9967

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- **Staunton Creative Community Fund (SCCF)** – a non-profit community growth focused organization providing guidance, education, and funding options
  - Visit [Stauntonfund.org](http://Stauntonfund.org)
  - Call 540-213-0333
  - Make an appointment to visit at 10 Byers Street, Staunton
- **US Patent and Trademark Office** – is the federal agency for granting U.S. patents and registering trademarks
  - Visit [www.uspto.gov](http://www.uspto.gov)
  - Call 800-786-9199
- **Virginia Department of Alcoholic Beverage Control (ABC)** – grants licenses to businesses enabling the manufacture, distribution and sale of alcoholic beverages in the Commonwealth
  - Visit [www.abc.virginia.gov](http://www.abc.virginia.gov)
  - Call 540-332-7800
  - Make an appointment to visit at 460 Commerce Road, Staunton
- **Virginia Department of Historic Resources** – administers both state and federal tax credits, supporting the stewardship of Virginia's historical architectural
  - Visit [www.dhr.virginia.gov](http://www.dhr.virginia.gov)
  - Call 804-482-6446
- **Virginia Department of Taxation** – provides your Virginia Tax Identification Number (also called Certificate Registration Number)
  - Visit [www.tax.virginia.gov](http://www.tax.virginia.gov)
  - Call 804-367-8037
- **Virginia Employment Commission (VEC)** – If you are planning to have employees, you may need to pay unemployment tax and other payroll taxes
  - Visit [www.vec.virginia.gov](http://www.vec.virginia.gov)
  - Call 540-332-7750
  - Make an appointment to visit 1076 Jefferson Hwy., Staunton, VA, 24401
- **Virginia Small Business Financing Authority** – provides loans, loan guarantees and other programs for small businesses
  - Visit [www.VAbankers.org/VSBFA](http://www.VAbankers.org/VSBFA)
  - Call 804-371-8254
- **Virginia State Board of Contractors** – licenses businesses engaged in the construction, removal, repair, or improvement of facilities on property owned by others
  - Visit [www.dpor.virginia.gov/boards/contractors](http://www.dpor.virginia.gov/boards/contractors)
  - Call 804-367-8511
  - Make an appointment to visit at 9960 Mayland Drive, Richmond

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- **Waynesboro-Augusta Health Department** – food establishments must be inspected and approved by the Health Department before applying for a City Business License
  - Visit [www.vdh.virginia.gov/LHD/CentralShenandoah/contactus/waynesboro-augusta.html](http://www.vdh.virginia.gov/LHD/CentralShenandoah/contactus/waynesboro-augusta.html)
  - Call 540-949-0137
  - Make an appointment to visit at 211 West 12th Street
- **Waynesboro Building and Zoning** – coordinates building permitting and monitors zoning uses
  - Visit [Waynesboro.va.us/131/Building-Zoning](http://Waynesboro.va.us/131/Building-Zoning)
  - Call 540-942-6628
  - Make an appointment to visit at 250 South Wayne Ave #206
- **Waynesboro Clerk of Courts** – registers business names which do not identify the owner of the business (fictitious name)
  - Visit [www.waynesboro.va.us/708/Circuit-Court](http://www.waynesboro.va.us/708/Circuit-Court)
  - Call 540-942-6616
  - Make an appointment to visit at 250 South Wayne Ave #202
- **Waynesboro Commissioner of Revenue** – issues local business licenses
  - Visit [www.waynesboro.va.us/137/Commissioner-of-the-Revenue](http://www.waynesboro.va.us/137/Commissioner-of-the-Revenue)
  - Call 540-942-6610
  - Make an appointment to visit at 503 W Main Street
- **Waynesboro Office of Economic Development** – offers a variety of experience, tools, funding, and other resources to assist you
  - Visit [WaynesboroBusiness.com](http://WaynesboroBusiness.com)
  - Call 540-942-6570
  - Make an appointment to visit at 301 W Main Street