

BUSINESS CHECKLIST: STARTING, EXPANDING OR RELOCATING A BUSINESS IN THE CITY OF RICHMOND

If you are interested in doing business in the City of Richmond, the following steps should be taken to simplify the process:

☐ **Develop and Maintain a Solid Business Plan.**

DED provides a suggested template for a standard business plan. For added assistance, you may want to hire a personal independent consultant experienced in creating business plans. DED also has a CD-ROM that assists with creating a business plan: [An Interactive Guide to Starting a Business in the City of Richmond](#). To request a CD-ROM, call 804.646.5633 or email econdev@richmondgov.com.

☐ **Secure Necessary Financing.**

Based on your business plan, find the financing you will need to run your business. DED can offer guidance when you are seeking financing and incentives.

☐ **Find a Business Location.**

If you do not already have one, contact the [Department of Economic Development](#) to find available for-sale and/or for-lease properties in the City of Richmond.

☐ **Check your Zoning Designation.**

Make sure your type of business is allowed by law at your business location. If your use is allowed at the site, then ask to receive a [Certificate of Zoning Compliance](#). If your type of use is not allowed, you can search for another location, apply for a [Special-Use Permit](#), or apply to change the [Zoning Designation](#). Fees apply, call for more information.

Call or Visit:

[The Bureau of Permits and Inspections](#)

900 East Broad Street, Room 110

Richmond, Virginia 23219

(p) 804.646.6340

Website: <http://www.richmondgov.com/departments/communityDev/pes2.aspx>

☐ **Obtain a Certificate of Occupancy.**

Depending on the type of improvements needed at your potential business location, you will need to apply for a [Building Permit](#). Separate permits may be required for each major trade doing work on your property (e.g., [Mechanical](#), [Electrical](#), [Plumbing](#), [Elevator](#) and [Demolition](#)). The city will send inspectors to your site to confirm that all work is in compliance with applicable local, state and federal laws. Fees Apply, call for more information.

Apply at City Hall:

[The Bureau of Permits and Inspections](#)

900 East Broad Street, Room 110

Richmond, Virginia 23219

(p) 804.646.6340

Website: <http://www.richmondgov.com/departments/communityDev/pes2.aspx>

☐ **Get a Business License.**

Take your [Certificate of Occupancy](#) to the [Department of Finance](#) and fill out a [Business License Application Form](#). Fees apply, call for more information.

Apply for your Business License at City Hall:

[Department of Finance](#)

900 East Broad Street, Room 103

Richmond, Virginia 23219

(p) 804.646.5690

Website: <http://www.richmondgov.com/departments/finance/>

☐ **Get Other Necessary Licenses and Permits.**

Depending on your type of business, you may be required to obtain special licenses and permits.

Other Possible Licenses and Permits:

- Contractor's Class A, B and C State License and Contractor's Workers' Compensation Certification. Fees apply, call for more information.
[Virginia Department of Professional and Occupational Regulation \(DPOR\)](#)
[Board for Contractors](#)
9960 Mayland Drive
Richmond, Virginia 23233
(p) 804.367.8511
Website: <http://www.dpor.virginia.gov/dporweb/dpormainwelcome.cfm>
- Health Permits. Fees apply, call for more information.
[Department of Health](#)
900 East Marshall Street, 3rd Floor
Richmond, Virginia 23219
(p) 804.646.3120
Website: <http://vdhweb/LHD/richmondcity/contactus.asp>
- Beer, Wine and Mixed Beverage Permits (ABC License). Fees apply, call for more information.
[Virginia ABC Board](#)
2901 Hermitage Road
Richmond, Virginia 23220
(p) 804.213.4620
Website: <http://www.abc.state.va.us/licensing.html>

☐ **Register the Name of Your Business.**

Within 30 days of receiving your business license, you must file a Certificate of Assumed Name and Partnerships at the John Marshall Courts Building (Clerk of the Circuit Court). Fees apply, call for more information.

Call or Visit:

John Marshall Courts Building

[Clerk of the Circuit Court](#)

400 North 9th Street, Room 4

(p) 804.646.6530

Website: <http://www.courts.state.va.us/courts/circuit/Richmond/home.html>

☐ **Corporations & Certificate of Registration.**

To register your corporation, partnership, limited liability company and/or business trust doing business in Virginia, contact the State Corporation Commission, which offers a state-wide [Business Registration Guide](#). Fees apply, call for more information.

State Corporation Commission

1300 East Main Street

P.O. Box 1197

Richmond, Virginia 23218

(p) 804.371.9733

Website: http://www.scc.virginia.gov/division/clk/fee_bus.htm

☐ **Get a Federal Tax Identification Number.**

Contact the Internal Revenue Service to apply for a Federal Employer Identification Number (FEIN). Fees apply, call for more information.

Call or Visit:

[Internal Revenue Service](#) (IRS)

400 North 8th Street

Richmond, Virginia 23219

(p) 804.829.1040

Website: <http://www.irs.gov/businesses/small/article/0,,id=98350,00.html>

☐ **Get a State Tax Identification Number.**

Contact the Virginia Department of Taxation. Fees apply, call for more information.

Call or Visit:

[Virginia Department of Taxation](#)

3610 West Broad Street

Richmond, Virginia 23230

(p) 804.367.8037

Website: <http://www.tax.virginia.gov/site.cfm?alias=busforms&selOtherForm=Registration>

☐ **Open for Business! Network, Network, Network!**

Enjoy the wonderful business community in the city of Richmond by joining forces with DED's Partners to network and spread the word about your business. Connect to local Merchants' Associations and business events going on in your area that could impact your business.

For more information, check out our list of partners on the web:

<http://www.richmondgov.com/departments/econdev/partners.aspx>

☐ **Continue to Learn and Grow.**

To become a savvy business owner, knowledge of current business technologies and trends is crucial. DED's educational partners provide excellent resources to help businesses grow and adapt to changing conditions.

For more information, check out our list of Business Education partners on the web:

<http://www.richmondgov.com/departments/econdev/education.aspx>

Contact the Department of Economic Development to share your success story or to find additional business assistance. We are here to help you become a successful business in our City of the Future.

City of Richmond

Department of Economic Development

501 East Franklin Street, 8th Floor

Richmond, Virginia 23219

(p) 804.646.5633

(f) 804.646.6793

(email) econdev@richmondgov.com

(website) <http://www.richmondgov.com/departments/econdev/>

