

CITY OF MANASSAS BUSINESS START UP GUIDE



Starting or relocating a business within the City of Manassas?
Follow these three steps to ensure success!

Call the Department of Economic Development at (703-257-8881)



Talk to our ***Economic Development team*** to discuss how we can help. In Manassas we pride ourselves on being business friendly and our services are customized to meet your needs.

We can provide support and help you avoid costly mistakes. This may be as simple as having someone on your side who understands how to navigate local government. We can introduce you to local service providers and help navigate permitting and approvals, welcome and introductions to the community, business training and counseling, and ongoing operations. To learn more about starting a business, including: writing a business plan, understanding entrepreneurial resources, and expanding your business, visit:

- ChooseManassas.org - Information about our local economy, business services, and site selection.

Call or Visit the Department of Community Development (703-257-8278)



Call or meet with our ***Community Development team*** to understand the zoning and land use parameters that pertain to your business. These processes will vary based on several factors, including whether you are locating your business within an existing or new structure, or if your business requires renovation or retrofitting of an existing structure. Be sure to check the status of your utilities with Utilities Customer Service, in the event a permit/inspections are needed. Additionally, check with the Fire Marshal office for Hazardous Use Permit requirements.

Permits, plans, and processes to consider and discuss with the Community Development team include:

- Certificate of Use / Home Occupation
- Certificate of Occupancy
- Zoning Requirements
- Site Plans
- Special Use Permits
- Building and Trade Permits
- Sign Permits
- Historic Overlay District Permits
- Electric Service Inspection
- Fire Marshal Permits

TIPS FOR SUCCESS

Call our Departments to speak with someone and get more information.

Ask about required utility connections early in the process.

Before you begin, create a “team” of professionals, with knowledge and experience, to help you through each step of the process. A team could include the following individuals:

Understand that timelines for completing these steps will vary for each project. Variations can be due to:

- The intensity of building renovations construction
- Document readiness
- Overall workload of various local and state departments issuing permits and licenses



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Establish your business! Before Step 3, make sure your business is registered properly. Some businesses will need additional requirements, depending on the type of entity.

- **State Corporation Commission (SCC)** - All corporations and limited partnerships conducting business in Virginia must register with the Virginia SCC.
- **Federal Tax Identification Number (EIN)** - EINs are required when you pay wages to one or more employees, or if your company is a partnership or corporation.
- **State Tax Identification Number** - Businesses must apply for a State Identification Number from the Virginia Department of Taxation. Retail and wholesale companies must also register for sales tax.

Visit the Commissioner of the Revenue (703-257-8214) and City Treasurer (703-257-8242)

Complete the business license application form from the Commissioner of the Revenue's Office. Meet with our Business License team to understand the processes and requirements for licensing *your* business. To be ready, bring the following:

- Completed application, available online
- EIN or Social Security number (official documents required)
- State Sales and Use Tax ID Number (official document required)
- Proof of Residency, see online form for accepted documents
- Registered Trade Name and/or SCC registration
- Proof of Professional Licensure, if applicable

After completing the necessary steps with the Business License team, visit the Treasurer's Office to pay any applicable fees. Fees that are due at the time of licensing include those for businesses with estimated gross receipts over \$150,000, applicable meals, wine and beer, and/or lodging and transient tax fees.



Additionally, some businesses may require consulting with various state and local entities.

State entities that commonly require additional permits include:

VA Dept. of Health

For serving
and selling food

VA Alcoholic Beverage Control

For selling and
serving alcoholic beverages

VA Dept. of Environmental Quality

For Air, Water, Waste, and Energy
Permits

VA Dept. of Professional and

Occupational Regulation

For licensed professions

COMMON MISTAKES

- Relying solely on a realtor, real estate agent, contractor, consultant, or builder for all the necessary information.
- Leasing a space before consulting with City staff.
- Not verifying zoning on your property.
- Hiring unlicensed professionals.
- Not being up-to-date on property taxes, fees, and liens.
- Beginning construction or operation before obtaining permits.
- Not registering with local, state, and federal entities.

