



STARTING YOUR BUSINESS IN FLUVANNA COUNTY



START YOUR BUSINESS IN FLUVANNA

CONNECT WITH FLUVANNA ECONOMIC DEVELOPMENT

The Fluvanna Economic Development Department is here to help. Even a quick conversation with us can help you identify issues you need to consider for your industry and potential location. We can direct you to business support resources, help you understand essential regulations, and connect you to key players to help you on your journey. Contact us at EconDev@FluvannaCounty.org

UNDERSTAND THE RULES

Each type of industry has specific rules and regulations – especially the food industry! And Fluvanna County, like any locality, has rules about what you can do when and where. Once you've got an initial plan in place, it's time to review the rules and make sure you can actually run your business in the way you've envisioned. The Economic Development Office can help you consider the details to refine the plan.

PROPER PERMITTING AND PAPERWORK

Fluvanna County does not require a business license, but your business must be lawfully established at the state and federal levels.

You will need to:

- Create a name
- Choose a legal structure
- Open a business checking account
- Obtain insurance
- Register with the Commission of the Revenue

Please note:

This checklist is by no means all-inclusive, and not everything on this list applies to every business. Each business may have unique registration or reporting requirements depending on the industry, type of business entity, location, employment issues, and other. Do your homework by reading, studying, and asking questions. Consult your business accountant, attorney, CVSBDC advisor or the Fluvanna Economic Development Department.

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OPEN

PLAN YOUR BUSINESS

In this phase, you need to consider:

- The feasibility of your business idea
- Identify your target customer
- Define how you will solve potential customer's problems
- Project your start up and ongoing costs
- Consider writing a full business plan
- Will you need a loan or other funding?
- What other supports will you need?

ZONING REQUIREMENTS

Zoning establishes land-use rules allowed on a given property and it is critically important for your business.

FOR BUSINESS IN FLUVANNA!



PLANNING & ZONING

ZONING VERIFICATION

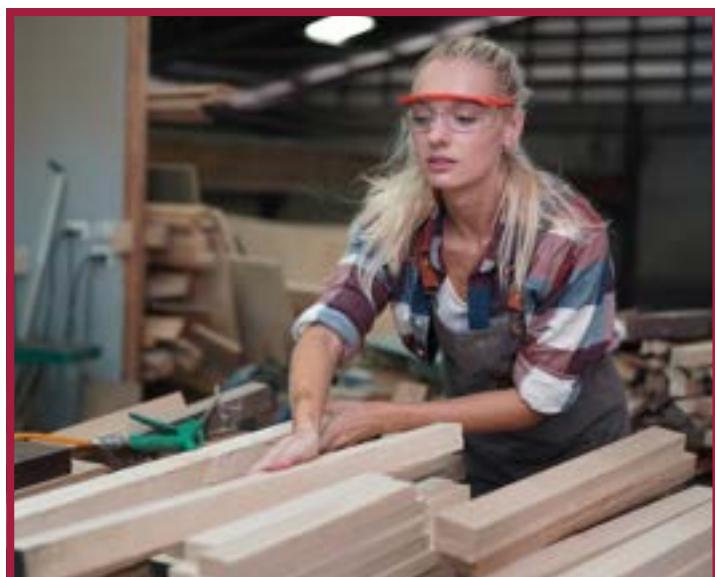
Zoning sets the permitted uses, development requirements and other restrictions for a property. Zoning verification requests are designed to give the applicant a general description of a zoning district's development standards. (434-591-1910)

SITE PLAN

Any land disturbance activities on your site will likely necessitate the preparation and approval of a site plan. A site plan delineates all development plans for a tract of land, including but not limited to:

- Drainage
- Erosion and sedimentation control
- Grading
- Landscaping
- Engineering
- Design
- Construction details
- Survey data for existing and proposed improvements
- Size, height and location of buildings
- Location and design of parking areas, pedestrian, vehicular circulation on-site and circulation for emergency apparatus

Site plans can be required for new development and existing development where modifications are being made. (434-591-1910)



BUILDING PERMIT

Depending on the improvements needed at your business location, you may need a Building Permit. Separate permits may be required for Mechanical, Electrical, Plumbing, etc. After a permit is issued, the County will send inspectors to confirm that all work is in compliance with the applicable local, state, and federal codes. Building Permits are handled through the County's Building Inspections Office. (434-591-1935)

CERTIFICATE OF OCCUPANCY (CO)

You must have a Certificate of Occupancy for any building your business occupies whether it is a new building, one that's been altered or added to or the building has changed use. Certificates of Occupancy are applied for through the Building Inspections Office, and are issued upon completion of all building inspections. (434-591-1935)

HEALTH PERMIT

Barber, beauty operations, daycare, health care, food services, and more are required to obtain a Health Permit. The Virginia Department of Health - Blue Ridge Health District inspects and issues health permits. (434-591-1965)

BUSINESS LICENSE

Fluvanna County does not require a business license; however, businesses are required to register with the Commissioner of the Revenue's Office. For more information, please contact the office at (434) 591-1940.

**Prior to purchasing or leasing
a property, please contact our
Community Development Department
(call 434-591-1910) to ensure your
business meets zoning requirements.**

PLANNING & ZONING

AGRIBUSINESS

Agricultural uses on parcels of five (5) acres or more are eligible for a decreased property tax called "land use." To learn more about qualifying for land use, please contact the Commissioner of the Revenue at 434-591-1940.

To learn more about what kinds of agri-tourism activities would require a special use permit, please contact the Planning and Zoning Department at 434-591-1910.

BUSINESS SIGNS

Signs in Fluvanna County are regulated by an ordinance that specifies the sign's size, location/ placement, and design characteristics. Please contact the Planning and Zoning Department for an application and assistance.

HOME-BASED BUSINESS

A home-based business may occupy up to 25 percent of the finished floor area of the dwelling, including any accessory structures, and must maintain the residential character of the property. Outdoor storage is not permitted, hazardous materials are prohibited, and industrial-only businesses may not operate from a home. In A-1 zoning districts, one non-resident employee is allowed. For complete requirements and detailed contact the Planning and Zoning Department at 434-591-1910.

SHORT TERM RENTALS

A short-term rental is a residential dwelling rented for compensation for fewer than 30 consecutive days. Property owners must submit an application to the County and ensure the rental complies with applicable building, fire, health, and safety requirements. Depending on the dwelling type, restrictions may apply to the number of rentals allowed or whether the owner must occupy the primary residence. Property owners are also required to register with the Commissioner of the Revenue's Office and collect and remit the transient occupancy tax. For complete requirements contact the Planning and Zoning Department.



PERMITTING FOR FOOD BUSINESSES

VIRGINIA DEPARTMENT OF HEALTH - BLUE RIDGE HEALTH DISTRICT

Provides permitting for: Restaurants, Daycares, and Mobile Food Units*

- Complete Food Service Review Application
- Application for a Dept. of Health Food Service Establishment Permit

VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES (VDACS)

Provides permitting for: Retail Food Establishment, Commercial Kitchen Food Processing, Wholesale Food Manufacturers*

- Complete appropriate VDACS Application

***NOTE:** If business is on a well and septic, you will need to include:

- Water Analysis Report from an approved laboratory
- Capacity Assessment for On-site Wastewater System from a Licensed On-site Soil Evaluator

FLUVANNA COMMERCIAL KITCHEN

The Fluvanna County Community Center Commercial Kitchen is a licensed commercial kitchen certified for food production.

Renters can use the kitchen by the hour or day to produce food while fulfilling regulatory compliance to create food products to sell directly to a consumer, online, wholesale, or to a retail establishment. The kitchen features a commercial six-burner stove, large refrigerator and freezer, stainless steel serving line, and stainless steel prep line.

To get started, contact the Economic Development Office at econdev@fluvannacounty.org, to schedule an initial consultation to review your business plan and menu.



VIRGINIA COOPERATIVE EXTENSION

Provides guidance on starting a food business, food labeling, and food rules and regulations. Businesses can also request a Food Product Evaluation.

In Virginia, all foods sold in packages are required to have a food label. In general, food labels must contain the following information: Product Name, Net Weight, Ingredients, Name and Address of Food Business, Nutrition Facts, and Allergen Information. Call 540-231-2483 or visit ext.vt.edu/food-health

FOOD AND BEVERAGE TAX

Businesses that sell prepared food or beverages in Fluvanna County are required to collect and remit the local Food and Beverage Tax. This includes restaurants, cafés, food trucks, caterers, and other businesses offering ready-to-eat food or drinks.

The tax is collected at the point of sale and remitted to Fluvanna County in accordance with local filing requirements. Business owners are responsible for registration, reporting, and maintaining accurate records.

For current tax rates and filing information, contact Fluvanna County Commissioner of the Revenue's Office.

MOBILE FOOD UNITS

Mobile food units (food trucks, push carts) must be permitted and inspected by the Virginia Department of Health and comply with all applicable health and safety requirements, including food handling, equipment, water, and waste standards. Operators must register with the Fluvanna County Commissioner of the Revenue. For zoning and regulation questions, contact the Planning and Zoning Department.

DIRECTORY OF RESOURCES

FEDERAL

INTERNAL REVENUE SERVICE

Federal Employer ID Number, Taxes
(800) 829-4933
irs.gov/businesses

SMALL BUSINESS ADMINISTRATION

Startup, Expand, Financing, Grants, License, Permits, HUB Zone
(800) 827-5722
sba.gov

STATE

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION

Richmond, (804) 371-3104
osha.gov/contactus/bystate/VA/areaoffice

VIRGINIA STATE CORPORATION COMMISSION

Register Business
(804) 371-9967
scc.virginia.gov

VIRGINIA EMPLOYMENT COMMISSION

Post Job, Find Employees, Tax Credits, Unemployment Insurance, Research
(866) 832-2363
vec.virginia.gov

VIRGINIA PROCUREMENT (EVA)

Procurement Process for Virginia & Localities
(804) 786-3842
eva.virginia.gov

VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES (VDACS)

Agribusiness Development
(804) 786-3530
vdacs.virginia.gov

VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY

Regulators of environmental impacts
(804) 698-4000
deq.virginia.gov

VIRGINIA DEPARTMENT OF LABOR AND INDUSTRY

Agency overseeing employment and operations rules
(804) 371-2327
doli.virginia.gov

VIRGINIA DEPARTMENT OF SMALL BUSINESS AND SUPPLIER DIVERSITY

Support for small businesses, and those owned by women and minorities
(804) 786-6585
bos.sbsd.virginia.gov

VIRGINIA FARM BUREAU FEDERATION

Farm advocacy and support
(434) 293-5775
www.vafb.com

VIRGINIA TOURISM CORPORATION

Service for Tourism Related Companies
(804) 545-5500
vatc.org

VIRGINIA COOPERATIVE EXTENSION

Agriculture, natural resources, consumer science
(434) 872-4580
ext.vt.edu

VIRGINIA DEPARTMENT OF HEALTH BLUE RIDGE HEALTH DISTRICT

Permitting agency for food businesses
(434) 972-6219
vdh.virginia.gov/blue-ridge/

LOCAL

FLUVANNA BUSINESS ALLIANCE (FBA)

Networking and Education
FluvannaBusinessAlliance@gmail.com

FLUVANNA WOMEN IN BUSINESS (WIB)

Networking and Education
FluvannaWIB@gmail.com

CENTRAL VIRGINIA SMALL BUSINESS DEVELOPMENT CENTER (CVSBDC)

Business advice, Planning and Seminars
(434) 295-8198
cvsbdc.org

COMMUNITY INVESTMENT COLLABORATIVE (CIC)

Business micro loans, Planning and Seminars
(434) 218-3481
cicville.org

VIRGINIA CAREER WORKS – PIEDMONT REGION

Workforce Training
(434) 290-0026
vcwpiedmont.com

SCORE - "COUNSELORS TO AMERICA'S SMALL BUSINESS"

Business webinars, courses and guides
(434) 295-6712
centralvirginia.score.org

ALCOHOLIC BEVERAGE LICENSE

Regulators of alcohol sales
(804) 213-4400 abc.virginia.gov

STULTZ CENTER, PIEDMONT VIRGINIA COMMUNITY COLLEGE

Workforce training programs
(434) 961-5354
pvcc.edu/workforce

UTILITIES & FLUVANNA ZONING MAP

DOMINION ENERGY

Electric Provider
(888) 216-3718
dominionenergy.com

CENTRAL VIRGINIA ELECTRIC COOPERATIVE

Electric Provider
(800) 367-2832
mycvec.com

FIREFLY FIBER

Internet
(833) 473-3591
fireflyva.com

COMCAST BUSINESS

Phone, Internet & TV
(800) 391-3000
business.comcast.com

BRIGHTSPEED

Phone, Internet & TV
(833) 692-7773
brightspeed.com

AQUA VIRGINIA

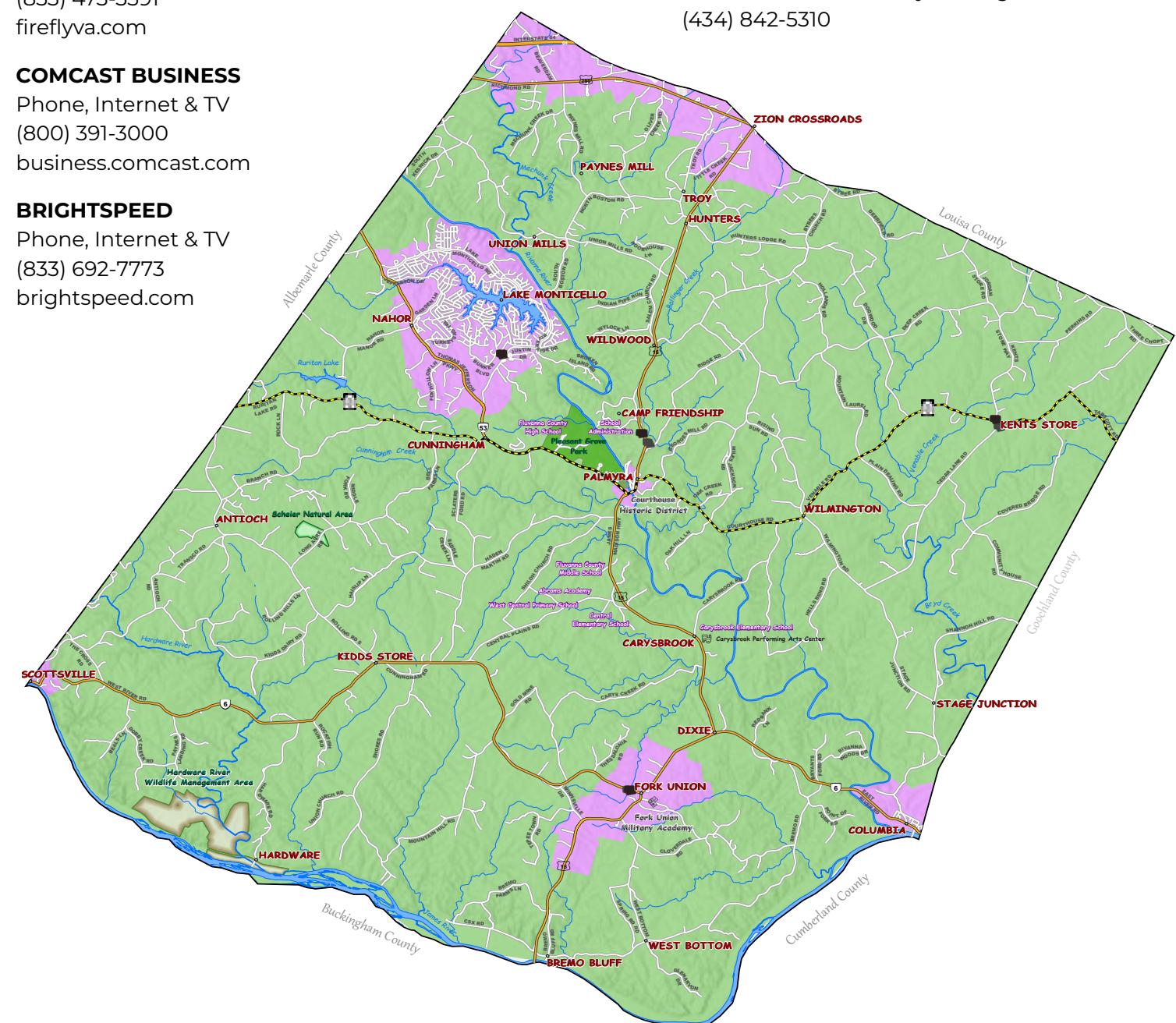
Water and Sewer Service for Lake Monticello and parts of Palmyra
(877) 987-2782
aquawater.com

FORK UNION SANITARY DISTRICT

Water Service for the Fork Union Area
(434) 842-5310

FLUVANNA PUBLIC UTILITIES

Provides water and sewer to Zion Crossroads, and sewer to the Palmyra Village
(434) 842-5310





FLUVANNA COUNTY BUSINESS START UP CHECKLIST

Thank you for your interest in starting, relocating or expanding your business in Fluvanna County! The following checklist will guide you on the steps that may need to be completed in order to have a successful project in the County.

TASK ITEM		CONTACT
<input type="checkbox"/>	Identify Property for Development	Business Owner / Developer
<input type="checkbox"/>	Check Your Zoning Designation by Address	Planning & Zoning Department
<input type="checkbox"/>	Confirm Proposed Use/Business or Expansion is Permitted	Planning & Zoning Department
<input type="checkbox"/>	Inquire about Available Business Resources	Economic Development Office
<input type="checkbox"/>	Confirm Available Public Utilities for Proposed Use	Public Works Department
OBTAIN NECESSARY PERMITS/APPROVALS		
<input type="checkbox"/>	Building Permits	Building Inspections Department
<input type="checkbox"/>	Sign Permit, Setback Information, Site Plan, Rezoning	Planning & Zoning Department
<input type="checkbox"/>	Land Disturbance Permits, Storm Water Management	Building Inspections Department
<input type="checkbox"/>	County Utility Permits - Water and Sewer	Public Utilities Department
<input type="checkbox"/>	Certificate of Occupancy - Change of Ownership, Change of Use, New Building or Structure	Building Inspections Department
<input type="checkbox"/>	Local Business Regulations and Taxes	Commissioner of Revenue
<input type="checkbox"/>	Business Name Registration	State Corporation Commission
OBTAIN A HEALTH PERMIT		
<input type="checkbox"/>	All Food Establishments must obtain this permit prior to opening.	Health Department

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FLUVANNA COUNTY OFFICIALS

ECONOMIC DEVELOPMENT

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(434) 591-1921

BUILDING INSPECTIONS

Andy Wills
awills@fluvannacounty.org
(434) 591-1935

COMMISSIONER OF REVENUE

Lauren Sheridan
Lsheridan@fluvannacounty.org
(434) 591-1940

HEALTH DEPARTMENT

Jason Fulton
jason.fulton@vdh.virginia.gov
(434) 972-6219

PLANNING & ZONING

Todd Fortune
tfortune@fluvannacounty.org
(434) 591-1910

PUBLIC UTILITIES

Bobby Popowicz
rpopowicz@fluvannacounty.org
(434) 842-5310