



# 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.

## 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. We 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

### 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?

## LOCATION, LOCATION, LOCATION

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

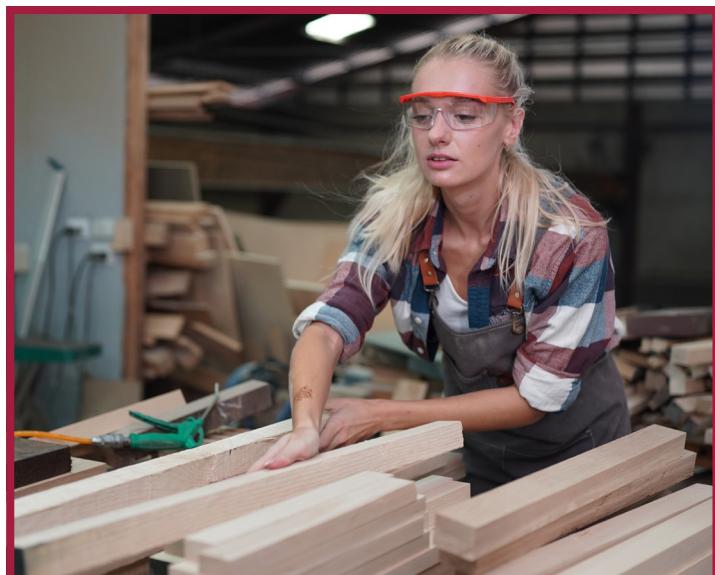
Zoning sets the permitted uses, development requirements and other restrictions for a property. Zoning verification requests are designed to give the applicant a general description of a zoning district's development standards. (434-591-1910)

## 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
- 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 currently does not require a business license. Please contact the Commissioner of the Revenue's Office for more specific information. (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

Home-based business (home occupation) - an accessory use of a dwelling unit and/or an accessory structure for gainful employment involving the production, provision, or sale of goods and/or services, which is clearly incidental to or secondary to the residential use of a parcel.

The maximum floor area permitted for a home occupation shall be 25 percent of the finished floor area of the dwelling unit. More than one home occupation may be permitted, provided the total floor area used for all home occupations does not exceed 25 percent.

## SHORT TERM RENTALS

The County's Zoning Ordinance allows for short term rentals in agricultural and residential areas. A short term rental is defined as a residential dwelling rented for compensation for less than 30 days. Depending on the type of structure there may be restrictions on the number of rentals allowed on a property or whether the owner has to occupy the primary residence. Please contact the Planning and Zoning Department with any questions.



# 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

## 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](http://ext.vt.edu/food-health)

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](mailto:econdev@fluvannacounty.org), to schedule an initial consultation to review your business plan and menu.



# DIRECTORY OF RESOURCES

## FEDERAL

### INTERNAL REVENUE SERVICE

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

### SMALL BUSINESS ADMINISTRATION

Startup, Expand, Financing, Grants, License, Permits, HUB Zone  
(800) 827-5722  
[sba.gov](http://sba.gov)

## STATE

### OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION

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

### VIRGINIA STATE CORPORATION COMMISSION

Register Business  
(804) 371-9967  
[scc.virginia.gov](http://scc.virginia.gov)

### VIRGINIA EMPLOYMENT COMMISSION

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

### VIRGINIA PROCUREMENT (EVA)

Procurement Process for Virginia & Localities  
(804) 786-3842  
[eva.virginia.gov](http://eva.virginia.gov)

### VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES (VDACS)

Agribusiness Development  
(804) 786-3530  
[vdacs.virginia.gov](http://vdacs.virginia.gov)

### VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY

Regulators of environmental impacts  
(804) 698-4000  
[deq.virginia.gov](http://deq.virginia.gov)

### VIRGINIA DEPARTMENT OF LABOR AND INDUSTRY

Agency overseeing employment and operations rules  
(804) 371-2327  
[doli.virginia.gov](http://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](http://bos.sbsd.virginia.gov)

### VIRGINIA FARM BUREAU FEDERATION

Farm advocacy and support  
(434) 293-5775  
[www.vafb.com](http://www.vafb.com)

### VIRGINIA TOURISM CORPORATION

Service for Tourism Related Companies  
(804) 545-5500  
[vatc.org](http://vatc.org)

### VIRGINIA COOPERATIVE EXTENSION

Agriculture, natural resources, consumer science  
(434) 872-4580  
[ext.vt.edu](http://ext.vt.edu)

### VIRGINIA DEPARTMENT OF HEALTH BLUE RIDGE HEALTH DISTRICT

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

## LOCAL

### CENTRAL VIRGINIA SMALL BUSINESS DEVELOPMENT CENTER (CVSBDC)

Business advice, Planning and Seminars  
(434) 295-8198  
[cvsbdc.org](http://cvsbdc.org)

### COMMUNITY INVESTMENT COLLABORATIVE (CIC)

Business micro loans, Planning and Seminars  
(434) 218-3481  
[cicville.org](http://cicville.org)

### VIRGINIA CAREER WORKS – PIEDMONT REGION

Workforce Training  
(434) 290-0026  
[vcwpiedmont.com](http://vcwpiedmont.com)

### SCORE - "COUNSELORS TO AMERICA'S SMALL BUSINESS"

Business webinars, courses and guides  
(434) 295-6712  
[centralvirginia.score.org](http://centralvirginia.score.org)

### ALCOHOLIC BEVERAGE LICENSE

Regulators of alcohol sales  
(804) 213-4400  
[abc.virginia.gov](http://abc.virginia.gov)

### STULTZ CENTER, PIEDMONT VIRGINIA COMMUNITY COLLEGE

Workforce training programs  
(434) 961-5354  
[pvcc.edu/workforce](http://pvcc.edu/workforce)

# UTILITIES & FLUVANNA ZONING MAP

## DOMINION ENERGY

Electric Provider  
(888) 216-3718  
[dominionenergy.com](http://dominionenergy.com)

## CENTRAL VIRGINIA ELECTRIC COOPERATIVE

Electric Provider  
(800) 367-2832  
[mycvec.com](http://mycvec.com)

## FIREFLY FIBER

Internet  
(833) 473-3591  
[fireflyva.com](http://fireflyva.com)

## COMCAST BUSINESS

Phone, Internet & TV  
(800) 391-3000  
[business.comcast.com](http://business.comcast.com)

## BRIGHTSPEED

Phone, Internet & TV  
(833) 692-7773  
[brightspeed.com](http://brightspeed.com)

## AQUA VIRGINIA

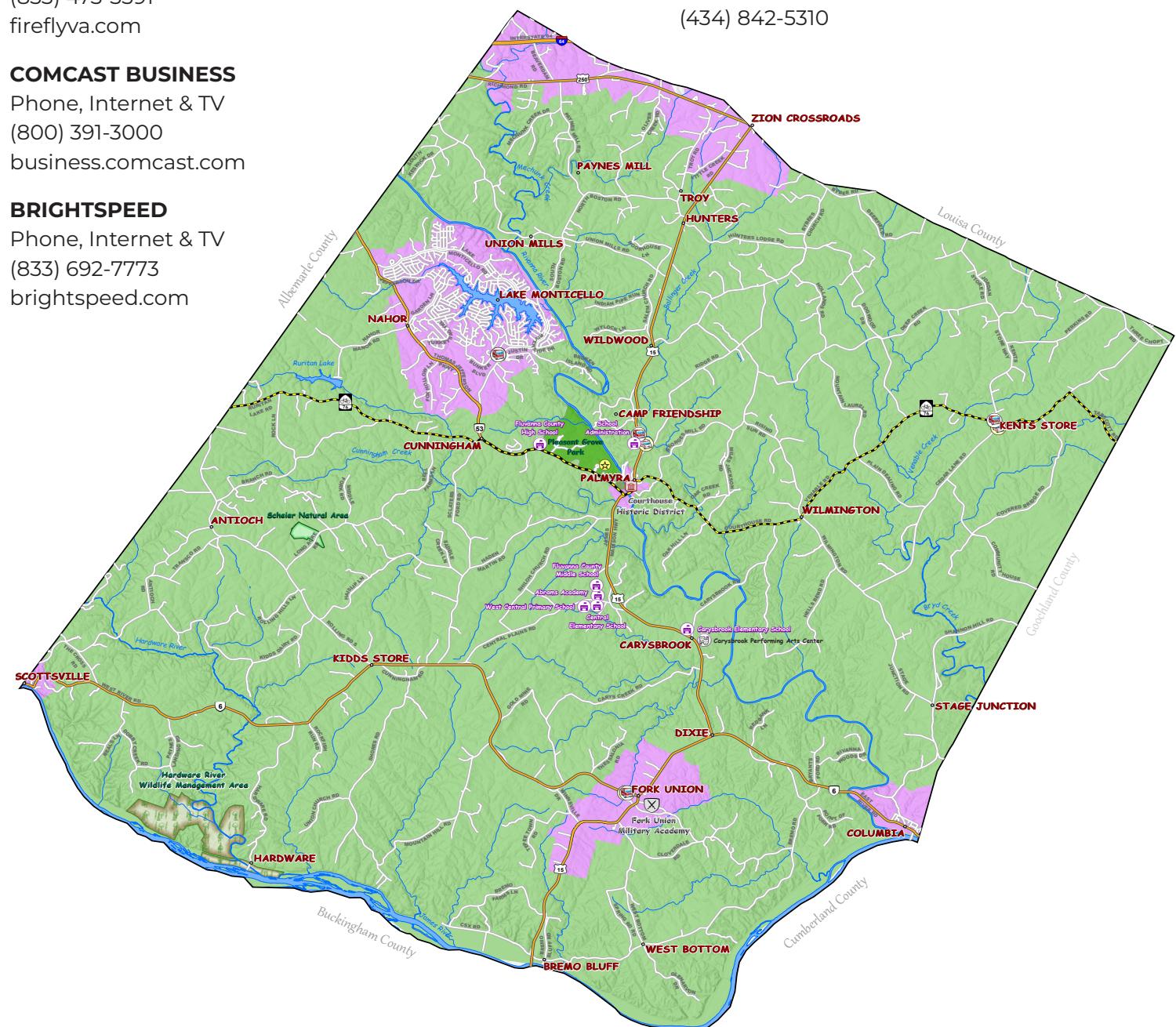
Water and Sewer Service for Lake Monticello and parts of Palmyra  
(877) 987-2782  
[aquawater.com](http://aquawater.com)

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

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## FLUVANNA COUNTY OFFICIALS

### ECONOMIC DEVELOPMENT

Jennifer Schmack  
jschmack@fluvannacounty.org  
(434) 591-1921

### COMMISSIONER OF REVENUE

Mel Sheridan  
msheridan@fluvannacounty.org  
(434) 591-1940

### PLANNING & ZONING

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

### BUILDING INSPECTIONS

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

### HEALTH DEPARTMENT

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

### PUBLIC UTILITIES

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