



# 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>Utility Permits</b>	Public Works Department
<input type="checkbox"/>	<b>Obtain Certificate of Occupancy - Change of Ownership, Change of Use, New Building or Structure</b>	Building Inspections Department
<input type="checkbox"/>	<b>Apply for Local Business Taxes and Permits</b>	Commissioner of Revenue
<input type="checkbox"/>	<b>Register your Business Name</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

**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.

## FLUVANNA COUNTY OFFICIALS

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