

Campbell County, Virginia

Starting Your Business

This publication is designed to provide information on a wide variety of resources available to new and existing businesses in Campbell County. Information on the responsibilities and regulations governing business in Virginia is also included. We hope you find this booklet helpful.

Starting a Business in Campbell County is also available on the Campbell County Economic Development web site at www.campbellvirginia.com.

Steps to Starting a Business in Campbell County

All individuals or organizations wishing to start a business in Campbell County must contact the Community Development Office and the Commissioner of the Revenue's Office. The following information is provided to help guide you through the process.

Step One: Community Development

The permit required by the Community Development Office prior to operating a business depends upon the zoning classification of the property and the business type.

Home Occupation Permit

A zoning home occupation permit is required for all home-based businesses in residential and agricultural zoning districts. The applicant is required to sign a Home Occupation permit certifying that he/she agrees to comply with all Campbell County home occupation ordinances.

Applicant Information Required:

1. Owner of property
2. Type of business
3. Intensity of business
4. Payment of all outstanding real estate taxes

NOTE: If the applicant is NOT the property owner, a letter signed by the property owner allowing the operation of the business on the property must be provided at the time of application.

Step One: Community Development, continued

Occupancy Permits

A zoning/building permit is required for all businesses in all zoning districts.

Occupancy - Permit required for businesses locating in new construction.

Change of Occupancy - Permit required for a change of occupancy in an existing building with the same type of business.

Change of Use & Occupancy - Permit required for a change of occupancy in an existing building with a different type of business.

Applicant Information Required:

1. Owner of property
2. Type of business
3. Intensity of business
4. Payment of all outstanding real estate taxes

NOTE: If the applicant is NOT the property owner, a copy of the lease agreement allowing the operation of the business on the property must be provided at the time of application.

The following applies to both Home Occupation and Occupancy Permits.

- The applicant must provide information regarding the TYPE of business to be operated on the property (examples: professional office, beauty salon, machine shop, restaurant, etc.).
- The applicant must provide information regarding the INTENSITY of the business proposed. Information regarding the expected levels of traffic, types of machinery involved and manufacturing processes proposed must be provided at the time of application.
- All food related businesses (service or manufacturing) MUST contact the Health Department and the US Department of Agriculture prior to the application of Occupancy Permits to ensure Health and USDA requirements are met. If public water and/or sewer are available at the business site, CCUSA should be contacted to ensure all requirements can be met.
- All delinquent property taxes MUST be paid in full before the issuance of any permits.
- State law requires that individuals or organizations in the construction industry may require a Class A, B or C contractor's license issued through the Virginia Department of Professional & Occupational Regulation (www.dpor.virginia.gov) depending upon the type of work performed.

Step One: Community Development, continued

- Applicants for Home Occupation or Occupancy Permits must apply in person at the Campbell County Community Development Office. When in doubt, call prior to visiting Community Development to ensure all application requirements can be met at that time.
- While there is no charge for zoning permits, permits issued by the Building Inspections Office do require a fee. All fees must be paid by cash, check, money order or credit.

Contact Information

Campbell County Community Development
85 Carden Lane ◦ Citizen Services Building
PO Box 100 ◦ Rustburg, VA 24588
Phone: 434/332-9597
Fax : 434/332-9693
www.co.campbell.va.us

Step Two: Commissioner of the Revenue's Office

After receiving a Home Occupation or Occupancy Permit from the Campbell County Zoning office and/or Building Inspections office, individuals or organizations wishing to start a business must apply for a Business License with the Commissioner of the Revenue's Office.

Business License Application - Information Required

1. Federal Employer Identification No. (FEIN) or Social Security No.
2. Applicant name
3. Mailing address
4. Physical address (location of the business)
5. Type of operation
6. Telephone numbers
7. Contact person
8. Estimate the gross receipts of the operation for the remaining months in the calendar year. This determines the business license fee (see schedule).

Step Two: Commissioner of the Revenue's Office, continued

Fee Chart	
Amount of Gross Receipts	License Fee
\$0.00 - \$14,999.99	\$20 License Fee
\$15,000.00 - \$29,999.99	\$30 License Fee
\$30,000.00 - \$99,999.99	\$40 License Fee
Over \$100,000	See Rate Chart

Rate Chart	
License Type	Tax Rates: Per \$100 of Gross Receipts
*Wholesalers	\$0.05
Public Utilities	.5% of ALL Gross Receipts
Contractors	\$0.16
Retailers	\$0.20
Personal Services & Repairs	\$0.35
Professional Services	\$0.50
**Gasoline and Fuel Retailers	\$0.20
*Wholesales file for business licenses based upon gross purchases.	
**Applies to retail sales of gasoline, diesel, and blended fuels, does not apply to sale of propane.	

The Commissioner of the Revenue's Office accepts cash, checks or money orders for the payment of business license fees. Credit cards are NOT accepted at this time.

Step Three: Circuit Court Clerk's Office

Once the business license application is submitted with the required fee, the applicant must register his/her Trade or Fictitious Name with the Campbell County Circuit Court Clerk's Office if the business will be operated under a name other than that listed on the business license application.

Register the Trade or Fictitious Name - Information Required

1. The trade name
2. Name and address of the applicant
3. Physical address of the business operation
4. Type of business
5. The entity type (sole proprietorship, partnership, corporation)
6. Signature notarized or signed before Deputy Circuit Court Clerk
 - Submit name registration form to the Circuit Court Clerk's Office with \$10.00 fee (\$12.50 for corporation). Payment by cash, check or money order.
 - Corporations must also submit an attested copy of the trade name registration form to the State Corporation Commission.

Step Four: Issuance of the Business License

Once the applicant registers their trade or fictitious name with the Circuit Court Clerk's Office, the applicant must submit both the Trade Name Registration and Occupancy Permit (Zoning) to the Commissioner of the Revenue's Office.

The Commissioner of the Revenue's Office will issue Business License after all requirements are met.

PLEASE NOTE:

- All delinquent personal property taxes must be paid in full before any business licenses are issued.
- The Commissioner of the Revenue's Office can assist applicants appearing in person with obtaining a Federal Employer Identification Number, completing the Name Registration Form and with obtaining a Virginia Sales Tax account number.
- The Commissioner of the Revenue's Office provides federal, state and local tax forms to individuals and businesses.
- Total process (Zoning, Commissioner of the Revenue and Circuit Court Clerk's Office) averages 45 - 60 minutes.
- Please see Campbell County Code Section 14 for information on possible penalties for not obtaining proper permitting or licenses.

Contact Information

Campbell County Commissioner of the Revenue's Office
Calvin Massie, Commissioner of the Revenue
Michele Roakes, License Administrator
85 Carden Lane ◦ Citizen Services Building
PO Box 66 ◦ Rustburg, VA 24588
Phone: 434/332-9584
www.co.campbell.va.us



Campbell County at a Glance

Population

Total Population (2014 US Census Estimate)	54,885
Projected 2030 Population (Chmura JobsEQ).....	60,459
Median Age (Chmura JobsEQ).....	41.1 years
Persons per square mile (2010 US Census)	108.8
Mean Travel Time to Work (2013 US Census)	22.1 minutes

Employment

Civilian Labor Force (September 2015).....	26,460
Unemployment Rate (September 2015)	4.5%

Wages

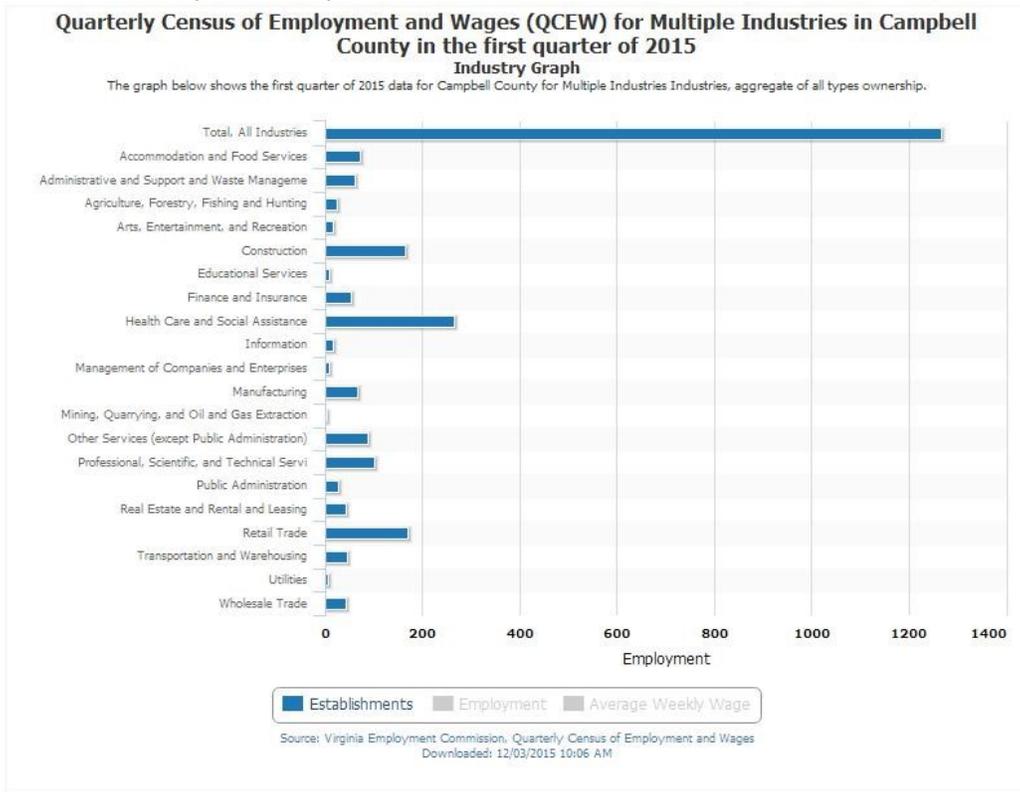
Median Household Income (2013)	\$47,162
Per Capita Income (2013)	\$23,231
Average Weekly Wage (2015)	\$842
Average Hourly Wage (2015)	\$21.05

Tax Rates (Effective Rate/\$100)*

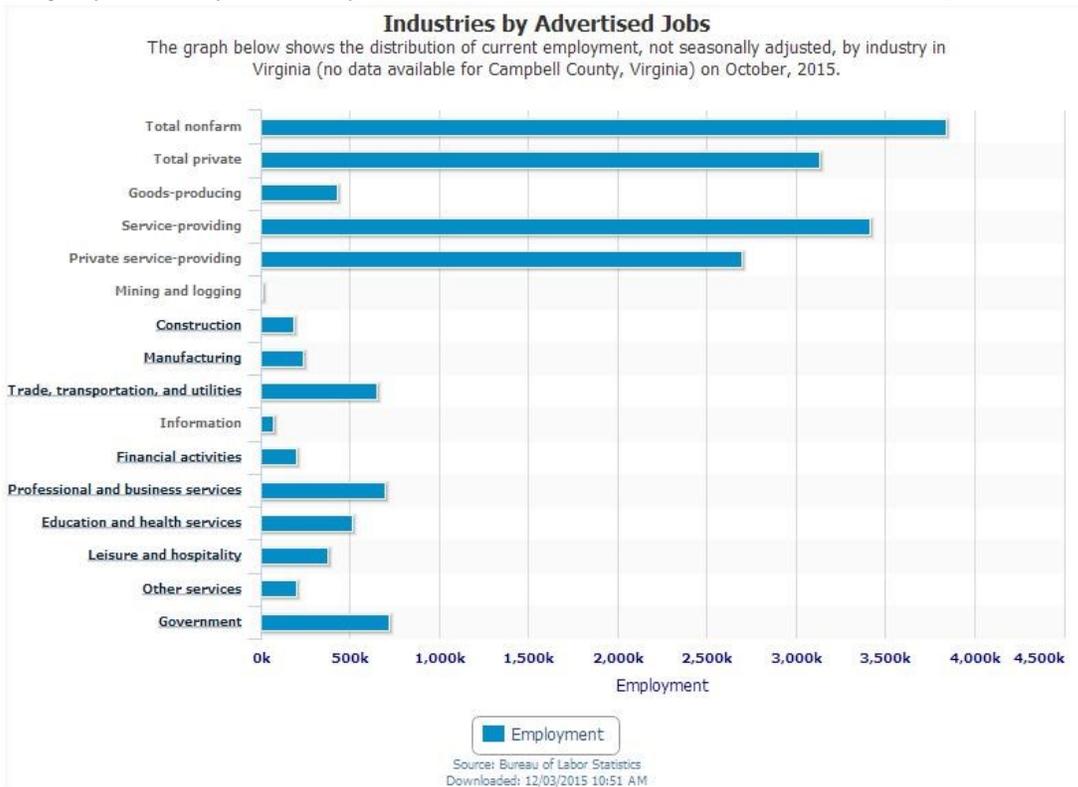
Real Estate	\$0.52
Machinery and Tools	\$3.25
Personal Property Tax	\$4.45
Business Personal Property Tax (1-15 Years)	\$4.45
Business Personal Property Tax (15+ Years)	\$3.79

*The towns of Altavista and Brookneal levy taxes in addition to those stated above.

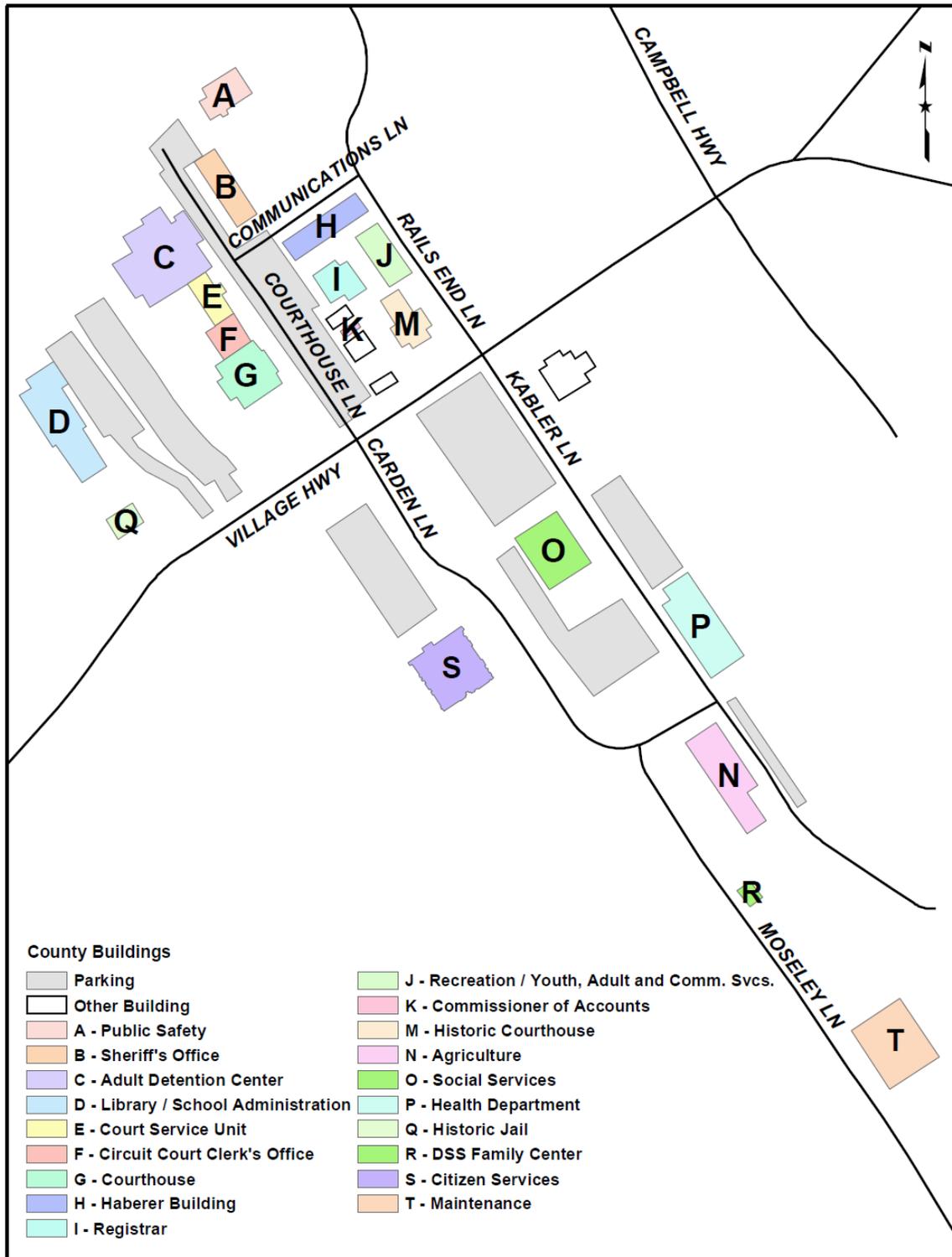
Establishments by Industry (Source: Virginia Employment Commission, 1st Quarter 2015)



Employment by Industry (Source: Virginia Employment Commission, 1st Quarter 2015)



Campbell County Government Offices



Permit/License Contact Information

Air Pollution Control Hazardous Materials Permits	Facilities emitting gases or particles. Facilities with air emission units (Incinerators, dry cleaners, certain fuel burners, etc). Facilities using/operating with any hazardous material.	Campbell County Department of Health Environmental Services (434) 332-9550 Virginia Dept. of Environmental Quality (434) 582-5120 Campbell County Fire Marshall (434) 332-9540
Alcoholic Beverage Licenses	All selling alcoholic beverages.	Virginia ABC Board (804) 213-4400
Building Permits	Anyone erecting or modifying building structures.	Campbell County Building Inspections (434) 332-9596
Business, Professional & Occupational Licenses (BPOL)	All businesses located or operating in Campbell County.	Commissioner of the Revenue's Office (434) 332-9518
Certificates of Authority	Corporations doing business in VA but incorporated elsewhere.	Virginia State Corporation Commission (804) 371-9967
Contractor Licenses	Practicing electrical, mechanical (heating, ventilation and air conditioning), plumbing and home improvement contractors.	Virginia Dept. of Professional & Occupational Regulation (804) 367-8500
Electrical Permits	Those installing or replacing electrical equipment.	Campbell County Building Inspections (434) 332-9596
Employer ID Number	Businesses required to file Federal tax documents.	US Internal Revenue Service 1-800-829-1040 or 1-800-829-4933
Food Service Permits	All food establishments.	Campbell County Department of Health (434) 332-9550 US Dept. of Agriculture (202) 720-2791
Home Occupation Permit	Businesses located in residential dwellings.	Campbell County Community Development (434) 332-9597
Mechanical Permits	Those installing or replacing mechanical equipment.	Campbell County Building Inspections (434) 332-9596
Plumbing Permits	Those installing or replacing plumbing equipment.	Campbell County Building Inspections (434) 332-9596
Occupancy Permit	Those building new facilities for business use, changing the use of a building or changing the business of an existing commercial building.	Campbell County Community Development (434) 332-9597
State Occupation/Business License	Occupations and professions that require state licensure.	Various State Agencies (804) 786-0000
Trade Name Registration	Business operating under a trade or fictitious name.	Campbell County Circuit Court Clerk's Office (434) 332-9517
Trademark Registration	Any person who owns/uses a trademark in Virginia.	Virginia State Corporation Commission (804) 371-9610

Quick Telephone Reference

Campbell County Circuit Court Clerk's Office	
Trade Name Registration	(434) 332-9517
Campbell County Commissioner of the Revenue's Office	
Business Licenses	(434) 332-9518
Campbell County Community Development	
Building Inspections	(434) 332-9596
Zoning	(434) 332-9597
Addressing	(434) 332-9639
Campbell County Economic Development	
Economic Development.....	(434) 332-9595
Campbell County Health Department	
Environmental Services.....	(434) 332-9550
Campbell County Public Safety	
Fire Marshal	(434) 332-9540
US Internal Revenue Service	
Employer ID Number	1-800-829-1040
Virginia Department of Environmental Quality	
Lynchburg Office	(434) 582-5120
Virginia Department of Taxation	
Virginia Tax ID Number	(804) 367-8036
Virginia State Corporation Commission	
SCC	1-800-552-7945

Quick Website Reference

Campbell County	www.campbellcountyva.gov
Campbell County Economic Development	www.campbellvirginia.com
Region 2000 Small Business Dev. Centre	www.lbdc.com
Business USA	www.business.usa.gov
US Dept. of Agriculture	www.usda.gov
US Internal Revenue Service	www.irs.gov
Virginia Dept. of Business Assistance	www.dba.virginia.gov
Virginia Dept. of Environmental Quality	www.deq.virginia.gov
Virginia DPOR	www.dpor.virginia.gov
Virginia Dept. of Taxation	www.tax.virginia.gov
Virginia State Corporation Commission	www.scc.virginia.gov