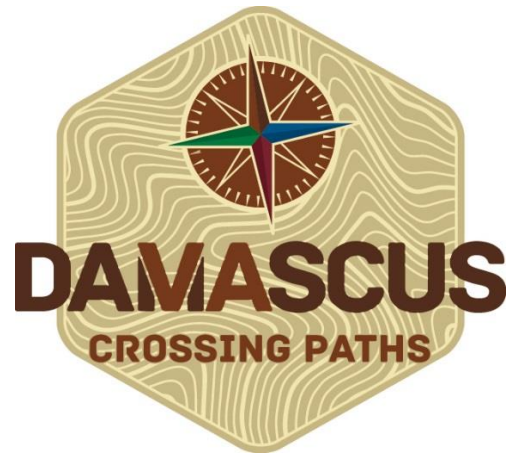


Washington County, Virginia

&

Town of Abingdon, Damascus, and Glade Spring Virginia

Planning Information for Economic Development



Welcome to Abingdon, Virginia, the County seat for Washington County, rich in performing and visual arts. Founded in 1778, Abingdon is the oldest English-speaking settlement west of the Blue Ridge Mountains. The original name of Abingdon was Wolf Hills, given by the legendary Daniel Boone. The oldest building (1779) now houses The Tavern, a fine dining restaurant. Abingdon is home to the historic Barter Theatre, the state Theatre of Virginia which started the careers of Gregory Peck, Ernest Borgnine, and many others. The Crooked Road, Virginia's Music Heritage Trail, a 300-mile driving trail that features world class music venues, also passes through Abingdon. The Virginia Creeper Trail is a 35-mile-long trail that runs from Abingdon to Damascus to Whitetop Mountain, and is used for hiking, biking, and horseback riding. In 2014 The Creeper Trail was inducted into the Rail-Trail Hall of Fame. Take a shuttle to Whitetop and enjoy the first 17 miles downhill through the Jefferson National Forest. Visit the Abingdon Muster Grounds, the historic gathering place of volunteer militia as they prepared for the march to the Battle of Kings Mountain. Stroll through the downtown district with brick sidewalks and tree-lined streets that entice visitors to explore unique shops, restaurants, and cafes. Abingdon is a place where old-fashioned southern hospitality is abundant.

Abingdon is easily accessible from three different exits on I-81 (19,17,14) or from several state routes including scenic routes 11 and 58. Abingdon is located just 15 miles from the Virginia-Tennessee border in the beautiful Blue Ridge Mountains of Virginia. It is quick, easy and totally worth the drive and is located near many other cities of interest.

Asheville, NC – 2 hours

Roanoke, VA – 2 hours

Knoxville, TN – 2 hours

Winston-Salem, NC – 2.5 hours

Charleston, WV – 3 hours

Nashville, TN – 4.5 hours

Richmond, VA – 4.5 hours

Washington County, VA

Washington County was formed in December 1776. At that time Washington County included parts of Smyth, Russell, Lee, Scott, Tazewell, Wise, Buchanan, and Dickenson Counties, but it lost most of its territory in 1786 when Russell County was formed. The county is bordered by Smyth, Russell, Scott, and Grayson counties, and the independent City of Bristol Virginia. Four towns also make up Washington County they are Abingdon, Damascus, Glade Spring, and Saltville. The county has abundant recreational opportunities such as South Holston Lake, the Appalachian Trail, the Virginia Creeper Trail, Hidden Valley Lake and the Clinch Mountain Wildlife Management Area.

TOWN OF ABINGDON AND WASHINGTON COUNTY BUSINESS INCENTIVES

Enterprise Zone Incentives

- **Virginia Real Property Investment Grant:** Property owners, developers or tenants may receive a reimbursement grant of up to \$100K for direct construction costs when the total construction costs are between \$100K and \$5Million. For construction projects exceeding \$5 million, the maximum grant is \$200K. Grants are formula-based, depending on direct construction costs. Actual grant amounts may be prorated when statewide demand exceeds available funds for the program.
- **Virginia Job Creation Grant:** Businesses may receive up to \$500/year per net new permanent full-time position earning at least 175% of the federal minimum wage and up to \$800/year per net new permanent full-time employee earning at least 200% of the federal minimum wage. To qualify, each employee must be offered qualifying healthcare benefits by the employer. Retail, food & beverage and personal service positions are not eligible for this grant.

Historic Preservation Tax Credit

- **Federal Tax Credit:** Owners (and their agents), of buildings either listed on the National Register of Historic Places or certified as a contributing structure to the Abingdon Historic District, may be eligible to receive a Federal Tax Credit of up to 20% of the cost of substantial building renovations if those renovations follow the Secretary of the Interior's Standards for Rehabilitation and if the building is used for an income-producing use for at least five years after the renovation is complete.
- **Virginia Historic Preservation Tax Credit:** This program provides tax credits for qualifying historic properties on the Virginia Landmarks Register, or properties certified by the [Virginia Department of Historic Resources](#) as contributing to an historic district or meeting the criteria for listing on the Register (National Register properties or districts are included on the Virginia Register). Rehabilitation expenses must be at least 50% of the prior assessed value of the building for local real estate tax purposes. Properties do not have to be income producing; residential rehabilitation by homeowners qualifies for the credits. A 25% Rehabilitation State Tax Credit is available.
The property must be rehabilitated according to the Secretary of the Interior's Standards of Rehabilitation and certified by the Virginia Department of Historic Resources. A tax certificate is issued.
- **Town of Abingdon Tax Credit:** Property owners within the town pay a combination of County and Town taxes. Local Historic Tax Credits only apply to the town's portion of the tax owed. Town taxes consist of both improvement value and land value. Credits will be issued against improvement value only. Tax credits are \$2,500.00 as to town property taxes for every \$2,500.00 of exterior maintenance, restoration, preservation, and rehabilitation work performed and documented on structures located within the Old

Historic District of town. Credits will be given toward the assessed value on the structure. The tax credit shall be allowed immediately following the tax year in which the work is completed.

Town Administration

- **Town of Abingdon (276) 628-3167**
Tony Sullivan, Acting Town Manager psullivan@abingdon-va.gov
Jason Boswell, Interim Director of Planning jboswell@abingdon-va.gov
Kim Kingsley, Acting Clerk kkingsley@abingdon-va.gov
Chuck Banner, Treasurer cbanner@abingdon-va.gov
Deborah Icenhour, Town Attorney dicenhour@abingdon-va.gov
- **Washington County, VA (276) 525-1300**
Jason Berry, County Administrator jberry@washcova.com
Whitney Bonham, Assistant County Administrator wbonham@washcova.com
Alicia Roland, Administrative Assistant aroland@washcova.com
Lucy Phillips, County Attorney lphillips@washcova.com Ph. (276) 525-1370
- **Town of Damascus (276) 475-3831**
Gavin Blevins, Town Manager gblevins@mrpdc.org
Tuesday Pope, Town Clerk clerk@visitdamascus.org
- **Town of Glade Spring (276) 429-5134**
Brian Martin, Town Manager bmartin@mrpdc.org
Stacey Eldridge Town Clerk clerk@gladespringva.com

Business Development Assistance and Training

- **Virginia Highlands Small Business Incubator**
Cathy Lowe, Executive Director
(276) 492-2060
clowe@vhsbi.com
- **People Incorporated**
Jeremy Repass, Senior Credit Manager (276) 619-2265
jrepass@peopleinc.net
- **Virginia Community Capital**
Sandy Ratliff, Community Impact Advisor
(276) 477-3999
sratliff@vcca.org
- **Small Business Development Center**
Cindy Fields
cfields2@vhcc.edu
(276) 739-2515
- **Virginia Tobacco Commission**
Sara Williams (276) 619-4325
sara.williams@tic.virginia.gov
- **Washington County Chamber of Commerce**
Suzanne Lay, Executive Director
chamber@bvu.net
Neta Farmer, Administrative Assistant
neta@bvu.net
(276) 628-8141
- **Washington County IDA**
Whitney Bonham (276) 525-1300
wbonham@washcova.com

- **Abingdon Main Street**
Carrie Baxter
(276) 492-2237
mainstreet@abingdon-va.gov
- **Abingdon Convention & Visitors Bureau**
Jayne Duehring
jduehring@abingdon-va.gov
(276) 628-2282
- **Town of Abingdon Community Development Director**
Tonya Triplett
ttripplett@abingdon-va.gov
276-698-1898
- **Department of Housing and Community Development**
Joy Rumley
joy.rumley@dhcd.virginia.gov
Andrea Smith
Andrea.smith@dchd.virginia.gov
- **Virginia Tourism Corporation**
Becky Nave (276) 791-9172
bnave@virginia.org
- **Mount Rogers Planning District Commission**
Aaron Sizemore, Executive Director
(276) 783-5103
asizemore@mrpdc.org

Events in Abingdon and Surrounding Areas

- **Virginia Highlands Festival**
www.vahighlandsfestival.org
- **Plumb Ally Days**
www.abingdonkiwanis.org/plumballeyday
- **January Jams**
www.visitabingdonvirginia.com
- **Thursday Jams**
www.abingdonmusicexperience.com/category/thursday-jams/
- **Abingdon Rotary Frolics**
mgraham@ehc.edu
- **Abingdon Christmas Parade**
www.abingdonkiwanis.com
- **Abingdon Farmers Market**
www.abingdonfarmersmarket.com
- **Washington County Fair**
www.washcofair.com
- **Damascus Trail Days**
www.traildays.us
- **Washington County Rotary Wine Tasting**
www.facebook.com/washcorotary
- **Mistletoe Market**
www.williamkingmuseum.org
- **Extreme Bullriding**
www.facebook.com/sebra.abingdonVA/
www.washcofair.com/Events.htm
- **Shamrock 4-Miler and Shamrock Shindig**
www.JMHShamrock.com
- **Virginia Creeper Marathon**
www.runcities.org/creepermarathon
- **Virginia Creeper Fest**
Contact Amanda Livingston (276) 492-2236
- **Earth Day Celebration**
sustainabingdon.wordpress.com
- **Crooked Road Youth Music Festival** www.myswva.org
- **Annual SWVA Wine Festival**
www.swva.org/heartwood
- **Richard Leigh Songwriters Festival**
www.richardleighsongwritersfestival.com
- **Plumb Alley Day**
Kiwanas Club

- **The Howling Festival**
www.wolfhillsbrewing.com
- **Wheels on Historic Main**
www.crusinclassicsclub.com
- **Mountains of Music**
www.mtsofmusic.com
- **Beach Music Concert**
Sara Savaavedra
ssaavedra@abingdon-va.gov

Arts and Culture District

- **The Arts Depot**
(276) 628-9091
www.abingdonartsdepot.org
- **William King Museum of Art**
(276) 628-5005
www.williamkingmuseum.org
- **Barter Theatre**
(276) 628-3991
www.bartertheatre.com
- **The Crooked Road**
www.myswva.org/tcr
- **Heartwood**
www.myswva.org/heartwood
- **Holston Mountain Artisan's**
www.holstonmtnarts.org

Education

- **Virginia Highlands Community College**
Dr. Gene Couch
gcouch@vhcc.edu
www.vhcc.edu
- **Southwest Virginia Higher Education Center**
David Matlock
dmatlock@swcenter.edu
www.swcenter.edu
- **Emory & Henry College**
Jake Schrum
jschrum@ehc.edu
www.ehc.edu
- **Washington County Public Schools**
Dr. Brian Ratliff, Superintendent
bratliff@wcs.k12.va.us
www.wcs.k12.va.us

Workforce Training and Development

- **Virginia Highlands Community College Workforce Development & Continuing Education**
Melinda Leland (276) 739-2400
mleland@vhcc.edu
- **Virginia Highlands Small Business & Development Center**
Cindy Fields
cfields2@vhcc.edu
(276) 739-2515

Washington County Board of Supervisors

Randy Pennington-Board Chair

B-11 Jefferson District

rpennington@washcova.com

Saul Hernandez- Board Vice Chair

F-11 Tyler District

shernandez@washcova.com

Phillip McCall

A-11 Harrison District

pmccall@washcova.com

Allison Mays

C-11 Madison District

amays@washcova.com

Eddie Copenhaver

D-11 Monroe District

ecopenhaver@washcova.com

Mike Rush

E-11 Taylor District

mrush@washcova.com

Dewayne Ball

G-11 Wilson District

dball@washcova.com

Washington County Industrial Development Authority

Henry Snodgrass-Chairman

A-01 Harrison Election District

hsnodgrass@washcova.com

William Gibson

G-01 Wilson Election District

bgibson@washcova.com

Charles Byrd

D-01 Monroe Election District

cbyrd@washcova.com

Dale Cook

F-01 Tyler District

Randy Woodward-Vice Chairman

B-01 Jefferson Election District

cwoodward@washcova.com

Larry Hines

C-01 Madison Election District

lhines@washcova.com

David Matlock

E-01 Taylor Election District

dmatlock@washcova.com

Washington County Planning Commission

The Washington County Planning Commission is charged with advising the Washington County Board of Supervisors on matters pertaining to the County's zoning and subdivision codes and the County's Comprehensive Plan. The Planning Commission is composed of seven Commissioners appointed by the Board of Supervisors, one Commissioner from each of the County's seven Election Districts.

Joe H. Hutton

A-11 Harrison

Mickey Tyler

C-11 Madison

tylerm@bvu.net

Terry Groseclose

E-11 Taylor District

tsgroseclose@gmail.com

Mary Ann Compton

G-11 Wilson

maryann14146@gmail.com

Commission Coordinator

Cathie E. Freeman

County Zoning & Subdivision Office

1 Government Center Place, Suite A

Abingdon, VA 24210

PH: (276) 525-1390 (O)

E-MAIL: cfreeman@washcova.com

Paul Widener

B-11 Jefferson

Bruce W. Dando

D-11 Monroe

brucedando@comcast.net

Christina Rehfuss

F-11 Tyler District

crehfuss@gmail.com

Commission Meetings

Fourth Monday each month (except December)

7:00 PM (October-March)

7:30 PM (April-September)

County Government Center, 1 Government Center Place, Abingdon VA 24210

Abingdon Town Council

Cathy Lowe-**Mayor**
clowe@abingdon-va.gov

Bob Howard
bhoward@abingdon-va.gov

Wayne Craig
wcraig@abingdon-va.gov

Rick Humphreys-**Vice Mayor**
rhumphreys@abingdon-va.gov

Cindy Patterson
cpatterson@abingdon-va.gov

Town of Abingdon Economic Development Authority

Tarn Rosenbaum
Rich Buddington
Milton Maiden

Shanna Carrico
John Mahaffey

Kenneth Shuman
Laura L. Blevins

Economic Development Authority meets the second Thursday every other month at 3:00pm in the Arthur Campbell room on the first floor of Town Hall.

Contact: Tonya Triplett
ttriplett@abingdon-va.gov

Community Development

Contact: Tonya Triplett
ttriplett@abingdon-va.gov
276-698-1898

Town of Abingdon Planning Commission

Rick Humphreys
Ramsey White
Greg Kelly

Janice Rice Reeves
Kenny Shuman
Scott N. Wilson

Wayne Austin

Planning Commission meets the fourth Monday each month, 5:30 p.m. in the Arthur Campbell room on the first floor of Town Hall.

Agenda requests are due on the 2nd Tuesday of each month before 5 p.m.

Tourism Advisory Committee

Sean Webb	Cathy Lowe	Rick Humphries
Janet Woolwine	Susanne Lay	Joel Jerkins
Chase Mitchell	Martha Keys	Chris Lowe
Becky Nave	Susan Yates	Kathy Shearer
Katy Blankenship	Allison Mays	Kalonn Roberts
Chris Cannon	David Matlock	Carrie Baxter

Tourism Advisory Commission (TAC) meets regularly on the first Tuesday of the month at 3:00 pm in the Arthur Campbell room on the first floor of Town Hall.

Abingdon Visitors Center

Jayne Duehring- **Director of Tourism**
jduehring@abingdon-va.gov

Monica Hall- **Group Sales Manager**
mhall@abingdon-va.gov

Amanda Livingston- **Marketing Manager**
alivingston@abingdon-va.gov

Sara Saavedra- **Special Events Coordinator**
ssaavedra@abingdon-va.gov

Visit Abingdon can help you plan your next trip, whether you are a meeting planner, a group tour operator, or simply looking for the perfect weekend getaway. Please visit our website, www.visitabingdonvirginia.com, or call 276-676-2282.

Sustain Abingdon Committee

Bradley Conkle
Rick Statzer
Barbara Williamson
Tim Wade

Greg Kelly
Sarita Moore
Kevin Worley

Tom McMullen
Melissa Kalb
Sherrie Leab

Sustain Abingdon meets the 2nd Wednesday of every other month beginning in February. The location of the meetings is the Arthur Campbell Room in the Municipal Building, First Floor. Special Called Meetings and sub-committees occur randomly throughout the year.

Dates:

Feb. 8, 2017
Apr. 12, 2017
June 14, 2017
Aug. 9, 2017
Oct. 11, 2017
Dec. 13, 2017

Mission: The mission of Sustain Abingdon is to advise and encourage Town employees, residents, and visitors on environmentally sustainable solutions, principles, and practices to improve our quality of life. It is our goal to promote prosperity through developing the local economy, and help protect our environment by conserving resources and minimizing pollution.

More information about the Sustain Abingdon Committee can be found [here](#), or like us on Facebook [here](#).

Contact: Rick Statzer
rstatzer@abingdon-va.gov

Town of Abingdon Historic Preservation Review Board

Byrum L Geisler

Samuel Andrew Neese

Michael Weaver

Jeff Johnson

Cindy Patterson
(Council Member)

Historic Preservation Review Board meets the first Wednesday each month, 5:15 p.m. in the Arthur Campbell room on the first floor of Town Hall.

Agenda requests due on the 3rd Monday of each month before 5 p.m.

[Historic District Design Review Guidelines](#)

[HPRB Meetings](#)

Town of Damascus

Damascus, Virginia, is a small town in the Blue Ridge Mountains, and is the gateway to the Mount Rogers National Recreation Area.

It is traversed by the Appalachian Trail, the Virginia Creeper Trail, the Trans-America National Bicycle Trail, the Iron Mountain Trail, the Daniel Boone Heritage Trail, the Crooked Road Musical Heritage Trail, Virginia's Birding and Wildlife Trail, and lies within a short distance of hundreds of miles of other hiking, horse, and biking trails.

The town is becoming a major tourist destination for those seeking a way into the wilderness. We invite you to visit us, sit on the porch of one of our bed and breakfasts, ride a bike through our forests, walk beside a mountain stream, and make yourself at home.

Jack McCrady-**Mayor**
mayor@visitdamascus.org

Tim Williams-**Vice Mayor**
vicemayor@visitdamascus.org

Susan Seymore
councilseymore@embarqmail.com

Mitchel Greer
councilgreer@embarqmail.com

Tommy Hayes
tomoneway@yahoo.com

Melissa Taylor Barrett
melissatnc@yahoo.com

Vicky Van de Vuurst
councilvandevuurst@visitdamascus.org

To contact any of the Town Council please use the following mailing address:

PO Box 576
Damascus, VA 24236
(276) 475-3831

www.visitdamascus.org

Gavin Blevins-**Town Manager & Zoning Administrator** gblevins@mrpdc.org (276) 783-5103

Tuesday Pope-**Town Clerk** clerk@visitdamascus.org (276) 475-3831

Linda P. Rouse-**Town Treasurer** damascustreasurer@embarqmail.com (276) 475-3831

Town of Glade Spring

The Town of Glade Spring, Virginia, expresses great beauty through its history, its neighborhoods and its caring people. As is the case with many small communities, Glade Spring welcomes you warmly. But this community will do more than make you feel at home; it will give you an opportunity to express yourself. Located along Interstate 81 at Exit 29, Glade Spring finds itself in two worlds -- a world of commerce, new faces and new opportunities and a world of traditions, families and friendships. During the last few decades, these two worlds have increasingly shaped one another in a very positive way. Glade Spring grows as a community that builds on its values in the context of new ideas and new faces.

Tony Rector-**Mayor**
rector4@comcast.net

Angela Booth
angiebooth1966@gmail.com

Mark Finney
finney4glade@gmail.com

Dirk Moore
dmoore@gladespringva.com

Jerry Coleman-**Vice Mayor**
jcoleman@gladespringva.com

Tonia Kestner
tkestner@wcpl.net

Misty Boardwine
mistyboardwine@scsb.org

To contact any of the Town Council please use the following mailing address:

PO Box 98
Glade Spring, VA 24340
(276) 429-5134

Shawna Cook, Town Clerk clerk@gladespringva.com
Tina Bunnell, Town Treasurer treasurer@gladespringva.com

Glade Spring is in the throes of a major revitalization of its core commercial district, also known as Town Square. The first phase of the two-phase project has been largely completed resulting in the elimination of blight and the renovation or restoration of most downtown structures. New businesses have been added thanks in large part to the attraction of visitors to the town by the Town Square Center for the Arts, an artisan incubator facility that includes, among other art forms, a pottery facility, and the relocation and expansion of the Glade Spring Library to the Town Square. Additional business growth is expected as phase two of the revitalization plan nears completion. This portion of the project includes the construction of an indoor-outdoor farmer's market pavilion (to be completed during the summer of 2017) and the extension of the Salt Trail, a 14-mile hiking and biking trail, into the Town Square (to be completed by summer of 2018).

Who's My Congressman?

Congressman Morgan Griffith
District Director: Michelle Jenkins
323 West Main Street
Abingdon, VA 24210
Michelle.Jenkins@mail.house.gov
(276) 525-1405

Who's my Senator?

Senator Bill Carrico
Legislative Aide: **Dylan Bishop**
PO Box 396
Richmond VA 23218
district40@senate.virginia.gov
Phone: (276) 236-0098

Who's my Delegate?

Delegate Israel O'Quinn
Legislative Aide: **Jacob Holmes**
PO Box 16325
Bristol VA 24209
DellOQuinn@house.virginia.gov
Phone: (276) 525-1311

Delegate Todd Pillion
Legislative Aide: **Tyler Lester**
851 French Moore Jr Blvd
Abingdon VA 24210
DelTPillion@house.virginia.gov
Phone: (276) 220-1209

Lending Institutions in Washington County and Abingdon

- Highlands Union Bank (276) 628-9181
- New Peoples Bank (276) 628-2543
- First Bank & Trust (276) 628-3838
- BB&T (276) 623-1965
- Tru Point (276) 623-0787
- First Community Bank (276) 628-7376
- Bank of Abingdon (276) 525-1463
- Eastman Credit Union (276) 619-2600
- Carter Bank & Trust (276) 676-3280
- Virginia Community Capital (276) 477-3999
- Wells Fargo (276) 676-6125

What business entity are you?

C Corp: A C corporation is a legal structure that businesses can choose to organize themselves under to limit their owners' legal and financial [liabilities](#). [C corporations](#) are an alternative to S corporations, where profits pass through to owners and are only taxed at the individual level, and [limited liability companies](#), which provide the legal protections of corporations but are taxed like [sole proprietorships](#).

Limited Liability Corporation (LLC): An LLC is designed to provide the limited liability features of a corporation and the tax efficiencies and operational flexibility of a partnership.

Sole Proprietorship: A sole proprietorship is the most basic type of business to establish. You alone own the company and are responsible for its assets and liabilities.

S Corp: An S Corporation is like a C Corp but you are taxed only on the personal level.

20 Questions to ask yourself before Starting a Business

1. Why am I starting a business?
2. What kind of business do I want?
3. Who is my ideal customer?
4. What products or services will my business provide?
5. Am I prepared to spend the time and money needed to get my business started?
6. What differentiates my business idea and the products or services I will provide from others in the market?
7. Where will my business be located?
8. How many employees will I need?
9. What types of suppliers do I need?
10. How much money do I need to get started?
11. Will I need to get a loan?
12. How soon will it take before my products or services are available?
13. How long do I have until I start making a profit?
14. Who is my competition?
15. How will I price my product compared to my competition?
16. How will I set up the legal structure of my business?
17. What taxes do I need to pay?
18. What kind of insurance do I need?
19. How will I manage my business?
20. How will I advertise my business?

What should go in your business plan?

Executive Summary: Your executive Summary is a snapshot of your business plan as a whole and touches on your company profile and goals.

Company Description: Your company description provides information on what you do, what differentiates your business from others and the markets your business serves.

Market Analysis: Before launching your business it is essential for you to research your business industry market and competitors.

Organization and Management: Every business is structured differently. Find out the best organization and management structure for your business success.

Service or Product Line: What do you sell? How does it benefit your customers? What is the lifecycle of your product?

Marketing & Sales: How do you plan to market your business? What is your sales strategy?

Funding Request: If you are seeking funding for your business, find out about the necessary information you should include in your plan.

Financial Projections: If you need funding, providing financial projections to back up your request is critical.

Appendix: An appendix is optional, but a useful place to include information such as resumes, permits, and leases.

How to make your Business Plan Stand Out: What makes your business unique? Determining this could help you stand out from the crowd and give you advantages over your competitors.

10 Steps to Starting a Business

Starting a business involves planning, making key financial decisions and completing a series of legal activities. These 10 easy steps can help you plan, prepare and manage your business. Click on the links to learn more.

Step 1: Write a Business Plan

Use these tools and resources to create a business plan. This written guide will help you map out how you will start and run your business successfully.

Step 2: Get Business Assistance and Training

Take advantage of free training and counseling services, from preparing a business plan and securing financing, to expanding or relocating a business.

Step 3: Choose a Business Location

Get advice on how to select a customer-friendly location and comply with zoning laws.

Step 4: Finance Your Business

Find government backed loans, venture capital and research grants to help you get started.

Step 5: Determine the Legal Structure of Your Business

Decide which form of ownership is best for you: sole proprietorship, partnership, Limited Liability Company (LLC), corporation, S corporation, nonprofit or cooperative.

Step 6: Register a Business Name ("Doing Business As")

Register your business name with your state government.

Learn which tax identification number you'll need to obtain from the IRS and your state revenue agency.

Step 7: Register for State and Local Taxes

Register with your state to obtain a tax identification number, workers' compensation, unemployment and disability insurance.

Step 8: Obtain Business Licenses and Permits

Get a list of federal, state and local licenses and permits required for your business.

Step 9: Understand Employer Responsibilities

Learn the legal steps you need to take to hire employees.

Step 10: Find Local Assistance

Contact your local SBA office to learn more about how SBA can help www.sba.gov.