

## Basic guide to: Starting A Business in Bath County

- ◆ Make a business plan
- ◆ Once you decide your business physical location *Speak with both the County Building inspector and Zoning official that your proposed location is permissible for its proposed use.*
- ◆ Decide your desired business structure (LLC, Partnership, S Corp, C Corp, Sole Proprietor)
  - \*Should you decide to be an LLC, Partnerships, S Corp, or C Corp, it is recommended you seek legal advice in setting this up and filing the correct paperwork.
  - \* Sole proprietors may choose to file a Doing Business As (DBA) form. It is recommended you seek legal advice in the completion and filing of this form.
- ◆ Obtain a FEIN (federal employer identification number), if required, online at [www.irs.gov](http://www.irs.gov) . There is a question and answer section on the IRS website if you are not sure.
- ◆ Register your business with Virginia online at [www.tax.virginia.gov](http://www.tax.virginia.gov) if required.
- ◆ Obtain a state Contractors license, if required, in your line of business.  
[www.dpor.virginia.gov](http://www.dpor.virginia.gov)
- ◆ Obtain a Bath County Business license at the office of the Commissioner of the Revenue or online at [www.bathcountyyva.org](http://www.bathcountyyva.org) .
- ◆ Start a separate bank account for your business.
- ◆ It is a good idea to purchase business liability insurance.
- ◆ \*\*\*Record keeping is essential\*\*\* keep all receipts related to business purchases, phone, internet, utilities, insurance, supplies, equipment, bank fees, interest paid on business loans, etc. and keep a log of mileage traveled for business.
  - ❖ If you have employees you will be responsible for employer tax
  - ❖ If subject to collecting sales tax, meals tax, transient occupancy tax, tire tax, litter tax, etc. you are responsible for those filings and submissions.

For reference only

Please note there may be additional steps required

For additional information please contact the office of the Commissioner of the Revenue

Phone (540)839-7231 Fax: (540)839-7234 E-mail [agrimm@bathcountyyva.org](mailto:agrimm@bathcountyyva.org)

last updated 10/27/2020